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PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

creating employment opportunities

NOTICE OF A PUBLIC MEETING OF THE

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

Date: Friday, August 26, 2005

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College Auditorium

33 Gough Street

San Francisco, CA 94103

DOCUMENTS DEPT.

AUG 2 2 2005

SAN FRANCISCO

AGENDA APPEARS ON THE REVERSE SIDE

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Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163 E-mail: sotf@sfqov.org

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Issued: Friday, August 19, 2005

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, AUGUST 26, 2005

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from July 29, 2005 and August 5, 2005 meetings (Action Item)*
- Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - Instructions to designated representatives regarding matter within the scope of labor negotiations
 - b. Personnel Issues
- 4. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. \$67.12(a).) (Action Item)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 5. Election of Board Officers (Action Item)**
- 6. Master Partnership Agreement (Information Item)**
- 7. Homeless Employment Collaborative review and recommendations (Action Item)**
- 8. Options for use of Diminished Refugee Funds (Action Item)**
- Original Articles of Incorporation and Bylaws for the Private Industry Council of San Francisco (Discussion Item)**
- 10. Functions List from WIB Retreat of May 5, 2005 (Discussion Item)**
- 11. Form 700 (Discussion Item)**
- 12. President's Report (Discussion Item)
- 13. Chair's Report (Discussion Item)
- 14. Public Testimony on Non-Agenda Items (Discussion Item)
- 15. Future Agenda Items (Discussion Item)
- 16. Adjournment (Action Item)

^{*}Information to follow
**Information enclosed



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MEMORANDUM

TO: BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL DAT

DATE: AUG 19, 2005

FROM:

WES DIXON, INTERIM PRESIDEN

SUBJECT: ELECTION OF PIC OFFICERS (AGENDA ITEM 5)

ACTION REQUESTED

At your initial meeting on July 29, you selected a Chairman and agreed to select additional officers at a future meeting. Your Bylaws require the election of three additional officers.

A Vice Chairman is needed to serve as Chairman in his absence. A Treasurer and a Secretary are required by the Sarbanes-Oxley Act of 2002, but their duties will be largely performed by PIC staff as outlined in the Bylaws.

BYLAW EXCERPT

4.0 Officers

- 4.1 <u>Number of Officers</u>. The Officers of PIC, Inc. shall consist of a Chairperson, Vice Chairperson, Secretary, Treasurer, and the Chief Executive Officer.
- 4.2 Chairperson. The Chairperson shall be elected from among the members described in Section 3.1. The Chairperson shall preside at all meetings of the Board. The Chairperson may also execute such measures or documents in the name of PIC, Inc., as appropriate.
- 4.3 Vice Chairperson. The Vice Chairperson shall be elected from among the members described in Section 3.1 The Vice Chairperson shall act in the place and stead of the Chairperson in the event of the Chairperson's absence, inability or refusal to act, and when so acting shall have all the powers of, and be subject to all the restrictions upon the Chairperson.
- 4.4 Treasurer. The Treasurer shall be elected from among the members described in Section 3.1. The Treasurer shall be responsible for fiscal monitoring and oversight.
- 4.5 Secretary. The Secretary shall be elected from among the members described in Section 3.1. The duties and responsibilities of the Secretary shall, however, be carried out by PIC, Inc. staff, as assigned by the Chief Executive Officer, and shall include, but not be limited to the following:
 - a. Attending all meetings of the Board of Directors of PIC, Inc. and the recording of all votes and the minutes of such meetings to be kept at all times in accordance with state and local public meeting laws.
 - Keeping at all times the original copy of the agendas and minutes, Articles of Incorporation, Bylaws, and other business records of PIC, Inc.
 - Giving and documenting such notices as required by state and local public meeting access laws and these Bylaws.



SAN FRANCISCO MASTER PARTNERSHIP AGREEMENT

This Agreement, made on the date indicated in Paragraph 9, by and between the Mayor of the City and County of San Francisco (hereinafter referred to as the "MAYOR") and the Workforce Investment San Francisco Board (hereinafter referred to as the "BOARD"), shall be referred to as the "MASTER PARTNERSHIP AGREEMENT."

WHEREAS, Congress established the Workforce Investment Act of 1998 (hereinafter, the "ACT") and, under it, the Governor of California designated the City and County of San Francisco in January of 2000 to be a "Local Workforce Investment Area";

WHEREAS, the Chief Local Elected Official of the City and County of San Francisco is the MAYOR and, in September of 2004, he appointed members of the Workforce Investment San Francisco Board to serve as the "Local Workforce Investment Board";

WHEREAS, in 2004 the Governor of California certified that BOARD to be in compliance with all requirements of the ACT; and

WHEREAS, because the MAYOR and the BOARD (hereinafter referred to as the "MASTER PARTNERS") are expected to act as partners in implementing the ACT, they have elected to enter into this Agreement for the purposes of ensuring that it is accomplished as efficiently and as effectively as possible:

THEREFORE, the MASTER PARTNERS do hereby agree:

- The Private Industry Council of San Francisco, Inc., a non-profit corporation
 registered in the State of California under section 501 (c) (3) of the U.S. Internal
 Revenue Code (hereinafter, the "CORPORATION"), is designated to be the
 Grantee and Subgrantee for the BOARD and as the agent for the MASTER
 PARTNERS, for all funds allocated under the ACT.
- The CORPORATION, as the Grantee and Subgrantee for the BOARD and as the agent for the MASTER PARTNERS, is designated to be the administrator for all funds allocated under the ACT.
- 3. In these capacities, each MASTER PARTNER shall:
 - a. possess and exercise undivided half interests in all of the Master Partnerships's authorities; and
 - b. be jointly and severally liable for all of the Master Partnership's debts.
- 4. The BOARD shall develop drafts of San Francisco's Five-Year and/or Two-Year Workforce Investment Plan and each modification thereto, publish them for at least thirty days of public review and comment, hold public hearings and, along with comments received from the public, submit them to the MAYOR for his or her concurrent reviews and approvals.

- The MAYOR and the Chairperson of the BOARD shall affix their signatures to the plan or modification which has been approved and the CORPORATION shall submit it to the Governor.
- 6. The MASTER PARTNERS agree that staff of the CORPORATION shall conduct oversight of all activities authorized under the ACT and that a system of periodic reports, the design of which will be approved by the MASTER PARTNERS and the cognizant agencies of State and Federal Governments, shall be implemented.
- 7. If any terms or provisions of this Agreement or the application thereof to any person or circumstance should to any extent be held invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected and every other term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.
- The CORPORATION shall provide for financial and program audits at least once
 every two years or as is otherwise more frequently required by prudent business
 practices and those audits shall be conveyed to the BOARD and the MAYOR.
- 9. The term of this Agreement shall commence on July 1, 2005 and shall thereafter be automatically renewed on July 1 from year-to-year unless either party notifies the other of its intent not to renew it at least six months in advance of its next scheduled expiration date or both parties otherwise agree to terminate or modify it.

Approved: City and County of San Francisco	Workforce Investment San Francisco Board
/s/	/s/
Mayor Gavin Newsom Date: July 1, 2005	Lynn Bunim, Chairwoman Date: July 1, 2005



opportunities

MEMORANDUM

TO: PIC BOARD OF DIRECTORS **DATE:** AUGUST 19, 2005

FROM: WESLEY L. DIXON, INTERIM PRESIDEN

SUBJECT: REVIEW OF THE HOMELESS EMPLOYMENT COLLABORATIVE (HEC)

AND YEAR 10 FUNDING RECOMMENDATIONS (Agenda Item # 7)

ACTION REQUESTED

The PIC Board of Directors is asked to approve subcontractor funding for Year 10 of the Homeless Employment Collaborative (HEC).

BRIEF ORIENTATION TO THE HEC PROGRAM

History of the McKinney Act (from the U.S. Dept. of Housing & Urban Development web site) At the beginning of the Reagan Presidency, most programs to address problems associated with homelessness were created, funded and administered at the grassroots level. In the view of the administration, states and local jurisdictions were best equipped to handle their own homeless problems, and not the federal government. The first federal task force on homelessness was created in 1983 to provide information to local governments and interested parties on how to obtain surplus federal property.

Pressure grew to address the problems of homelessness in a tangible way from the top down, with the federal government as an active participant in addressing the needs of homeless people. In 1986 the Congress passed a few small parts of the Homeless Persons' Survival Act.

Later that same year, legislation containing Title I of the Homeless Persons' Survival Act - emergency relief provisions for shelter, food, mobile health care, and transitional housing - was introduced as the Urgent Relief for the Homeless Act. After an intensive advocacy campaign, the legislation was passed by large bipartisan majorities in both houses of Congress in 1987. After the death of its chief Republican sponsor, Representative Stewart B. McKinney of Connecticut, the act was renamed the McKinney-Vento Homeless Assistance Act. It was signed into law by President Reagan on July 22, 1987.

The McKinney Act originally consisted of fifteen programs providing a range of services to homeless people, including the Continuum of Care Programs; the Supportive Housing Program, the Shelter Plus Care Program, and the Single Room Occupancy Program, as well as the Emergency Shelter Grant Program. These programs are all contained within Title IV.

- Title I of the McKinney Act includes a statement of six findings by Congress and provides a definition of homelessness.
- Title II establishes and describes the functions of the Interagency Council on the Homeless, an independent entity within the Executive Branch composed of the heads of 15 federal agencies.
- Title III of the McKinney Act authorizes the Emergency Food and Shelter Program, which is administered by the Federal Emergency Management Agency (FEMA).
- Title IV authorizes the emergency shelter and transitional housing programs administered by the Department of Housing and Urban Development, including the Emergency Shelter Grant program (expanded from the program created by the Homeless Housing Act in 1986), the Supportive Housing Demonstration Program, Supplemental Assistance for Facilities to Assist the Homeless, and Section 8 Single Room Occupancy Moderate Rehabilitation.
- Title V of the McKinney Act imposes requirements on federal agencies to identify and make available surplus federal property, such as buildings and land, for use by states, local governments, and nonprofit agencies to assist homeless people.
- Title VI authorizes several programs administered by the Department of Health and Human Services.
- Title VII authorizes several programs administered by the Department of Education, the Department of Labor and the Department of Health and Human Services.
- Title VIII amends the Food Stamp program to facilitate participation in the program by persons who are homeless, administered by the Department of Agriculture.
- Title IX of the McKinney Act extends the Veterans Job Training Act.

McKinney Definition of Homelessness

A homeless person is:

- An individual or head of household living on the streets or in other places not meant for human habitation, or
- An individual or head of household residing at an emergency homeless shelter, or
- An individual or head of household residing at a transitional housing facility specifically serving homeless individuals or families and was living on the streets or in emergency shelter prior to entering transitional housing, or
- An individual or head of household residing in supportive housing for homeless
 persons and was homeless previous to entering the supportive housing.
 Supportive housing is defined, as housing that is affordable to extremely lowincome households and includes the availability of on-site and/or off-site support
 services. Eligible support housing is not limited to housing funded through the
 McKinney Supportive Housing Program and includes non-profit owned SRO and
 multi-bedroom housing, for profit owned SRO and multi-bedroom housing, and
 Section 8 assisted housing, or
- An individual or head of household currently in an institution such as a hospital, residential treatment facility, or jail and was homeless upon entering such institution and will be homeless upon leaving if assistance is not provided.

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San Francisco's Homeless Employment Collaborative Services

The Homeless Employment Collaborative (HEC) is a collection of ten community-based, non-profit organizations that together provide a comprehensive and coordinated range of education and employment services for adults, youth and families experiencing homelessness in San Francisco. Established in 1996, the HEC has proved successful in implementing job training and placement designed specifically for people who are homeless, while simultaneously assisting with the movement from homelessness to housing and stability.

The ten HEC subcontractors are:

Collaborative Agency	Contracted Services Provided
Arriba Juntos	Vocational training:
	clerical and technology courses
Catholic Charities, St. Joseph's Village	Job placement and retention services
Central City Hospitality House	Job placement and retention services
Community Housing Partnership	Vocational training and job placement
	(Maintenance, property management, social
	service provision – up to 5 months)
Episcopal Community Services	Basic Remedial Education: Ongoing classes
Skills Center	in literacy, basic education and GED
	preparation
Goodwill Industries	Vocational training: up to one year
Mission Hiring Hall/SOMEC	Job placement and retention services
Northern California Service League	Work readiness classes, job placement and
	retention services
Swords to Plowshares	Job placement and retention services
Toolworks, Inc.	Vocational training and job placement:
	10-week janitorial training

The HEC program participants represent a broad and diverse segment of San Francisco's homeless population, and each HEC agency targets a specific segment within that population, such as homeless families, homeless veterans, people with mental and physical disabilities, limited English speakers, ex-offenders, and those struggling to overcome basic literacy challenges. Seventy-five percent (75%) of those served are ethnic minorities, with more than half living with a disability. More than 70% of HEC participants are chronically homeless.

Program Performance

Attached for your review are performance statistics for the last full program year (October 2003 – September 2004), and for the first ten months (October 2004 – July 2005) of this current program year.

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Funding Process and Recommendations

The Human Service Agency submits an application to HUD on behalf of the City & Country of San Francisco. PIC submits an application to HSA on behalf of the HEC. This process takes place more than a year. PIC submitted an application in 2004 for the year beginning October 1, 2005. In 2005, the HSA reduced all supportive services budgets (as opposed to housing budgets), including the HEC's, by 10% from 2004 grant amounts. In 2004, the grant was \$1,060,899; the 2005 grant is \$954,809.

Staff recommends approval of the funding amounts on Attachment 3, which reflect the 10% grant reduction.

Staff will be available at your August 26th meeting. If you have questions prior to the meeting, please contact Zelda Saeli at 923-4256 or at zsaeli@picsf.org or Karen Hart at 923-4260 or at khart@picsf.org.

Attachments

cc: HEC Subcontractors HSA, PIC Staff

HEC YEAR EIGHT TWELVE MONTH PROGRAM PERFORMANCE October 1, 2003 to September 30, 2004

CHE	Na Na	ENROLLMENTS	INTS	PL	PLACEMENTS	NTS	PLACEMENT	POS	TERMIN	POS. TERMINATIONS
Subcontractor	Plan	Actual	Actual % of Plan	Plan	Actual	Plan Actual % of Plan	RATE	Plan	Actual	Actual % of Plan
Arriba Juntos	89	89	100%	35	16	46%	24%	20	13	%59
Catholic Charities St. Joseph's Village	25	32	128%	12	4	33%	13%	3	13	433%
Central City Hospitality House	26	18	%69	8	9	75%	33%	7	4	21%
Community Housing Partnership	78	92	%26	48	46	%96	61%	14	5	36%
Episcopal Community Services	78	69	%92	10	5	20%	*%8	37	43	116%
Goodwill Industries	25	22	%88	10	13	130%	29%	8	9	75%
Mission Hiring Hall/SOMEC	31	58	187%	19	28	147%	48%	9	17	283%
Northern California Service League	103	103	100%	99	96	171%	93%	16	15	94%
Swords to Plowshares	38	32	84%	23	19	83%	29%	2	1	20%
Toolworks, Inc.	15	15	100%	11	10	91%	%29	1	1	100%
Total HEC	487	483	%66	232	243	105%	20%	114	118	104%

^{*}Episcopal Community Services' program is primarily basic remedial education.



HEC YEAR NINE TEN MONTH PROGRAM PERFORMANCE October 1, 2004 to July 31, 2005

HEC	EN	ENROLLMENTS	STA	PI	PLACEMENTS	NTS	POS	TERMIN	POS. TERMINATIONS
Subcontractor	Plan		Actual % of Plan	Plan	Actual	Actual % of Plan	Plan	Actual	Actual % of Plan
Arriba Juntos	68	69	101%	20	22	110%	4	7	20%
Catholic Charities St. Joseph's Village	25	13	52%	6	7	78%	9	2	33%
Central City Hospitality House	23	19	83%	7	9	%98	9	5	83%
Community Housing Partnership	73	73	100%	39	32	82%	12	1	8%
Episcopal Community Services	70	63	%06	8	0	%0	29	0	%0
Goodwill Industries	25	34	136%	8	4	20%	9	0	%0
Mission Hiring Hall/SOMEC	31	40	129%	16	19	119%	5	4	80%
Northern California Service League	90	75	83%	48	42	%88	12	7	28%
Swords to Plowshares	35	33	94%	19	13	%89	1	0	%0
Toolworks, Inc.	15	15	100%	8	2	25%	1	0	%0
Total HEC	455	434	%56	182	147	81%	92	26	28%



HOMELESS EMPLOYMENT COLLABORATIVE RECOMMENDED FUNDING LEVELS FOR YEAR TEN

Agency	2004	10%	Rec. 2005
	Funding	Reduction	Funding
Arriba Juntos	\$148,261	\$14,826	\$133,435
Catholic Charities	\$24,651	\$2,465	\$22,186
Central City Hospitality House	\$69,569	\$6,957	\$62,612
Community Housing Partnership	\$102,974	\$10,297	\$92,677
Episcopal Community Services	\$143,935	\$14,394	\$129,541
Goodwill Industries	\$47,326	\$4,733	\$42,593
Mission Hiring Hall	\$72,225	\$7,223	\$65,002
Northern Californa Service League	\$112,050	\$11,205	\$100,845
Swords to Plowshares	\$78,019	\$7,802	\$70,217
Toolworks	\$44,760	\$4,476	\$40,284
Subcontractor Total	\$843,770	\$84,377	\$759,393
HEC Participant Support	\$66,326	\$6,633	\$59,693
HSA Administration	\$25,260	\$2,527	\$22,733
PIC Administration	\$25,260	\$2,526	\$22,734
PIC Operations	\$100,283	\$10,027	\$90,256
TOTAL	\$1,060,899	\$106,090	\$954,809





employment opportunities

MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: AUGUST 19, 2005

FROM:

SUBJECT: OPTIONS FOR USE OF DIMINISHED REFUGEE FUNDS

(Agenda Item 8)

ACTION REQUESTED

The PIC Board of Directors is asked to decide whether or not the PIC will continue to administer refugee funds for the City and County of San Francisco. If the Board will continue to administer the funds, it is asked to approve an expenditure plan for Federal Year (FY) 2005 Refugee Employment Social Services (RESS) formula funding.

BRIEF ORIENTATION TO THE REFUGEE PROGRAM

In the Refugee Act of 1980, Congress codified and strengthened the United States' policy of aiding individuals fleeing persecution in their homelands. The Refugee Act of 1980 provided a formal definition of "refugees", which is also found in the Immigration and Nationality Act (INA). In addition, the Act provided the foundation for today's asylum adjudication process and the development of an Office of Refugee Resettlement (ORR) within the Department of Health and Human Services. A refugee is primarily defined in the INA as any person who is outside any country of such person's nationality or, in the case of a person having no nationality, is outside any country in which such person last habitually resided, and who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of, that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion. Asylees also meet the definition of "refugee" in the INA. However, asylees are individuals, who, on their own, travel to the United States, apply for and receive a grant of asylum. These individuals do not enter the United States as refugees. They may enter as students, tourists, or without papers. Once they are in the United States, or at a land border or port of entry, they apply to the INS for asylum, a status that will acknowledge that they meet the definition of a refugee and that will allow them to remain in the United States.

Over the past 23 years. San Francisco has seen a dramatic change in refugee arrivals and commensurate funding.

- From October 1982 September 2002, San Francisco had 29,048 refugee arrivals - an average of 1452 per year;
- From October 2002 September 2004, San Francisco had 164 refugee arrivals 82 per year average.
- This year, from October 2004 June 2005 (the last report we have), San Francisco has had 56 arrivals.

There are a few main reasons for the decrease. In the '80s, most of refugees admitted to the U.S. were arriving from Southeast Asia, and hundreds of thousands resettled in California, with tens of thousands settling in San Francisco. In the '90s, as Southeast Asian arrivals declined, those from the Former Soviet Union increased, but they weren't necessarily resettling on the West Coast.

In addition to the decline in refugee arrivals generally to California, San Francisco, around 2000, started to see a decline due to the high cost of living. Today, more refugees are settling in Sacramento and Fresno, than in L.A. and San Francisco (see arrival data attached).

Since refugee funding allocations are chiefly tied to refugee arrivals, there has been a corresponding decrease in funds. In the past, San Francisco's allocations were in the millions (the budget in 1997 was approximately \$2.5 million). The preliminary 2005 formula allocation is a little over \$90,000.

Allocation Formulae

Every three years the federal Office of Refugee Resettlement (ORR) determines U.S. counties that will be designated as "impacted" by refugee arrivals and thus eligible to receive Targeted Assistance (TA) funds. This year, San Francisco was not designated as an impacted county and will not be eligible for TA funds (for at least the next three years). Last year, San Francisco's TA allocation was \$276,078.

San Francisco is eligible to receive a small amount of Refugee Employment Social Services (RESS) funds that are allocated by the State to counties according to the number of refugees in the county who are receiving cash assistance and who have resided in the U.S. 60 months or less. When the State determined preliminary funding amounts this year, San Francisco had 100 adults on aid [29 receiving Refugee Cash Assistance (RCA) and 71 receiving TANF]. As one can imagine, San Francisco's number of adults on aid has also steadily decreased due both to low arrivals and to the County's success in assisting its residents to achieve self-sufficiency.

Currently Funded Services

PIC is currently funding four agencies with RESS and TA formula monies. Three of these agencies, Jewish Vocational Service (JVS), Catholic Charities CYO (CCCYO), and the African Immigrant & Refugee Resource Center (AIRRC) operate employment programs. The employment programs are structurally alike. All provide concurrent English Language Training along with job search workshops, counseling, job readiness training, job placement, and follow up/retention services. The International Rescue Committee (IRC) serves as the Central Intake Point (CIP) for the refugee employment

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services, and provides intake, assessment, case management, referral, and tracking services.

Demographics

Of the 87 enrolled in the first nine months of this year (October - June), 48% were women; 37% were age 34 to 54, 32% were age 22 to 33, 23% were age 18 to 21; 77% had been in the U.S. one year or less, 8% one to three years, and 15% over three years. 40% were college graduates in their former country. 68% were receiving cash assistance. For 92%, California was their initial state of resettlement.

Countries/regions of origin include 31 (36%) from the Former Soviet Union; 13 (15%) from Vietnam, and 34 (39%) other.

Program Performance

Overall, at the end of the third quarter (June), San Francisco was short of its employment programs' enrollment goal (87 enrolled/103 planned) and the programs were at 61% of their placement goal (35 of 57 planned) for the end of June. The average hourly wage was \$10.86, which is slightly higher than the goal of \$10.51.

The JVS program achieved 93% of its enrollment goal and 83% of its placement goal, with a 49% placement rate. CCCYO was at 93% of its enrollment goal, and at 43% of its placement goal, with a 26% placement rate; AIRRC was at 52% of its enrollment goal and at 50% of its placement goal, with a 45% placement rate.

ISSUES AND CONCERNS FOR THE FUTURE

The following chart shows the 2005 preliminary RESS funding, with a comparison to current total formula funding.

	'05	'05		'04	'04	
	Employment	Elderly	'05 Total	Employment	Elderly	'04 Total
Services	\$65,176	\$14,201	\$79,377	\$374,787	0	\$374,787
Admin	\$11,502	\$2,506	\$14,008	\$58,220	0	\$58,220
TOTAL	\$76,€78	\$16,707	\$93,385	\$433,007	0	\$433,007

 Employment services currently include the Central Intake Point (\$53,679) for intake, assessment, and referral; employment services, including job placement, through three service providers (JVS - \$128,259; CCCYO - \$123,000; AIRRC -\$37,324); and supportive services (mainly fast passes) for the participants -\$32,525.

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Issue: What services can be funded next year with only \$65,176?

 The '05 funding includes a set aside to provide citizenship and naturalization services to refugees who are 60 years of age or older. These services are not currently funded, and will have to be competitively procured.

Issue: What services can be procured for only \$14,201?

- The administrative responsibilities of the refugee program include:
 - developing a County Refugee Plan and getting it approved by the Board of Supervisors:
 - developing funding recommendations for employment services and a solicitation and funding recommendations for citizenship and naturalization services for elderly refugees;
 - negotiating and monitoring contracts, including a contract for a central intake point, contracts for employment services, and contracts for citizenship and naturalization services for elderly refugees:
 - > technical assistance and problem resolution for all refugee programs funded;
 - > data collection and reporting system for all refugee programs funded;
 - > fiscal oversight and cost reimbursement for all refugee programs;
 - > evaluation of all refugee programs:
 - > performance compliance;
 - and liaison to the California Department of Social Services' Refugee Programs Branch and the federal Office of Refugee Resettlement.

Issue: How can PIC assume these responsibilities for only \$14,008?

OPTIONS FOR CONSIDERATION

- 1. If the Board concludes that it is no longer a viable option for the PIC to offer to assume these administrative responsibilities, the PIC could respectfully request that the Human Services Agency (HSA) act for the City and County of San Francisco in administering the refugee funds. The HSA may find an administrative necessity to decline the funds or to accept the funds and operate an in-house refugee services program for its Refugee Cash Assistance recipients through the Personal Assisted Employment Services (PAES) program.
- The PIC could offer to assume a portion of the administrative duties above for the \$14,008 in administration funds:
 - Competitively procure a service provider for the elderly services by obtaining three bids; negotiate and monitor a contract with the successful bidder. Because of the small amount of funds available (\$14,201), it is expected that the contract will be for 3 - 6 months at most.
 - Fund the CIP (\$53,679) to perform intake, assessment, case management, and referral to employment services funded with CalWORKs, PAES, WIA, or other funds in the San Francisco workforce development system. The CIP would also track and follow up those referred, and be responsible for supportive services.

- Fund supportive services with the remainder of the services funds (\$11,497) for those who cannot receive supportive services through other funds (PAES, etc.).
- . The CIP would complete the RS-50 statistical performance report;
- The PIC would not enroll any participants through its data management system;
- The HSA would assume the administrative responsibilities for the County Plan and liaison with the state and ORR.

Staff will be available at your August 26th meeting. If you have questions prior to the meeting, please contact Karen Hart at 923-4260 or khart@picsf.org.

Attachments

cc: Refugee Subcontractors Dan Crawford, CDSS/RPB HSA, PIC Staff

REFUGEE ARRIVALS INTO CALIFORNIA COUNTIES FEDERAL FISCAL YEAR 2005 (to date)

COUNTY	Oct-04	Nov-04	Dec-04	Jan-05	Feb-05	Mar-05	Apr-05	May-05	Jun-05	TOTAL
Alameda	11	7	4	4	2	33	19	13	1	94
Alpine	-	-	-		-	-	-	-	-	
Amador	-	-	-	-		- 1	-	-	-	
Butte	13	32	40	-	3	3	-	4	31	126
Calaveras	-	-	-	-	-	-			-	
Colusa	- 1	-		-	-	-		-		
Contra Costa	- 1	5		7	10	7	4	6	1	40
Del Norte	-			-	-					
El Dorado		-		-	-		-			
Fresno	52	182	104	84	20	51	23	64	350	930
Glenn			- 1	-						- 300
Humboldt	-	-			-		11		-	11
Imperial	-	-			-					:
Inyo	-					-				
Kem			6	5		5		:		16
Kings	-		-							
Lake									-	
									-	 :
Lassen	47	44	68	45	81	73	-			
Los Angeles							86	55	25	524
Madera	-		1							
Marin							-			1
Mariposa						-		-	-	
Mendocino						•	- :			
Merced	32	101	21	4	7	12	36	28	66	307
Modoc	-	- 1	-	-		-				
Mono	-		-			-	-	•		
Monterey	-				-	-	1	-		
Napa	-	-				-	- 1	-		
Nevada	-		-	-			-		-	
Orange	8	23	20	8	3	2	13	12	30	119
Placer	-		-		3		-		6	9
Plumas	-	-	-	-		-	-		-	
Riverside	12		9	10	6	14	-	3	-	54
Sacramento	136	226	199	120	131	131	155	110	201	1,409
San Benito	-	-	-	-	-	-	-	-	-	
San Bernardino	-	6	-	-	2	2	3	-	7	20
San Diego	47	51	34	56	46	54	62	23	52	425
San Francisco	8	4	7	10	7	9	2	3	6	56
San Joaquin	10	30	30	7	5	15	9	24	62	192
San Luis Obispo	-	-	- 1	-	-	2	-	-	-	2
San Mateo	-		3	3	-	-	1	5	-	12
Santa Barbara		-	-	5	5	-	3	-	12	25
Santa Clara	9	9	25	7	20	17	40	23	19	169
Santa Cruz	-	-	-	-	-	-	-	-	-	
Shasta		-	-	-		-	-	-		
Sierra	-	-	-	-	-	-	-	- 1	-	
Siskiyou		-	-	-		-	-		-	
Solano	10		2	-	5	- 1	-	- 1	9	26
Sonoma			-	-			5	1		5
Stanislaus	5	1	16	-	19	4	8	-	9	62
Sutter	-					- 1	-			
Tehama	-								-	
Trinity	-	-	-	-		-				
Tulare	-						-	9		9
Tuolumne	-							- 3		•
			1	1	1		1	1		7
Ventura	2		7	2	- 1			8	- 6	35
Yolo		12		2			14	- 8	13	36
Yuba	-	5	4				14		13	36
Unknown								300	906	4,721
TOTAL	402	738	601	378	376	434	495	391	900	7,721



creating employment

MEMORANDUM

TO:

BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL

DATE: AUG 19, 2005

FROM:

WES DIXON, INTERIM PRESIDENT

SUBJECT: ORIGINAL PIC BYLAWS AND ARTICLES OF INCORPORATION (AGENDA ITEM 9)

ACTION REQUESTED

At your last meeting, you were asked to review and approve new Bylaws and an amendment to the PIC's Articles of Incorporation. You asked to see the initial Bylaws and Articles before you approved any amendment.

RECOMMENDATION

Attached to this memorandum are the PIC's most recent Bylaws and a copy of its original 1979 Articles of Incorporation. Another copy of the Amendment you are asked to approve is also attached. If and when you approve, the City Attorney will file the Amendment on PIC's behalf.

Staff will be present at your August 26 meeting to discuss this Amendment. If you have any questions prior to the meeting, please contact Wes Dixon at (415) 923-4465.





BYLAWS of the Private Industry Council of San Francisco, Inc.

A California Nonprofit Public Benefit Corporation

As amended:
June 24, 1980, December 16, 1980
September 13, 1983, September 11, 1984
July 9, 1985, September 10, 1985
March 8, 1988, April 12, 1988
July 14, 1992, November 10, 1992
May 11, 1993, April 12, 1994
April 8, 1997

1.0 Name & definitions

1.1 Name

The name of the organization shall be the Private Industry Council of San Francisco, Inc.

1.2 Definitions

The following terms and their definitions shall apply to these Bylaws:

- a. The Private Industry Council of San Francisco, Inc. is referred to as "the Council."
- b. Individuals who serve on the Council are referred to as "Members."
- c. The Board of Directors of the Council is referred to as "the Board."
- d. Individuals who serve on the Board are referred to as "Directors."
- e. Officers of the Board are referred to as "Officers."
- f. The secretary of the Council is referred to as "the Secretary."
- 9. The Mayor of the City and County of San Francisco is referred to as the "the Mayor."
- h. The working partnership between the Council and the Mayor is referred to as the "Partnership."
- Staff members working for the Council are referred to as "Staff."
- j. The head Staff person is referred to as "the President."

2.0 Principal executive office

The principal executive office of the Council shall be located at a site easily accessible to the public, Council members and staff, and approved by the Council.

The Council may change the location of this office. Any such change shall be noted on these Bylaws by the Secretary, opposite this section, or this section may be amended to state the new location.

3.0 Purpose & dedication

3.1 Purpose

The purpose of the Council shall be to promote and foster employment opportunities for the structurally unemployed, the under-employed, other economically disadvantaged members of the community, and individuals dislocated by plant closures or layoffs. In fulfilling this purpose, it will use government and private funds to set up training and job placement programs, involve large and small employers in the definition and implementation of training programs, work with local school systems to improve the employability of students, and work closely with local government, community organizations and economic development interests to improve business growth and job opportunities.

Pursuant to the provisions of the Job Training Partnership Act of 1982 and the California Family Economic Security Act as amended, the Council shall establish a working Partnership with the Mayor to fulfill the provisions of the law.

3.2 Dedication of assets

The properties and assets of this nonprofit corporation are irrevocably dedicated to public benefit and/or charitable purposes. No part of the net earnings, properties or other assets of this corporation, by dissolution or otherwise, shall accrue to the benefit of any private person or individual, or any member, director or officer of this corporation. On liquidation or dissolution, all properties and assets and obligations shall be distributed and paid over to an organization dedicated to charitable public purposes as described by the Internal Revenue Code Section 501 (c)(3).

4.0 Membership of the Board of Directors

4.1 Powers

Subject to the provisions of the California Corporations Code and any limitations in the Articles of Incorporation and these Bylaws relating to actions required to be approved by the Members, the activities and affairs of the Council shall be managed by or under the ultimate direction of the Board.

4.2 Number

The authorized number of Directors shall be nine (9) until changed by amendment of the Articles of Incorporation and these Bylaws. The Board shall include at least five (5) Private Sector Members.

4.3 Election & term of office

The entire Board shall be elected at the regular meeting of the Members held on the second Tuesday of the month of July. All Directors shall be elected for a one-year term of office. Each Director, including a Director elected to fill a vacancy, shall hold office until the expiration of the term for which elected and until a successor has been elected and qualified. Directors may succeed themselves in office.

4.4 Nominating Committee

The Nominating Committee shall be appointed by the Board at least sixty (60) days before the date of any election of the Board by the Members and shall consist of at least a chairperson and two or more Members of the Council.

The Nominating Committee shall be responsible for selecting qualified candidates for election to the Board. The Nominating Committee shall make as many nominations for election to the Board as it shall determine in its discretion, determine, but not less than the number of vacancies that are to be filled. The Nominating Committee shall make its report to the Board at

least thirty (30) days before the date of the election, and the Secretary of the Council shall forward to each Member, with the notice of the meeting required by these Bylaws, a list of candidates so nominated.

Once the Nominating Committee has presented its nominations, Members may submit further nominations for consideration. A vote of the nominees shall then be conducted by the Members, either by a show of hands or ballot.

4.5 Vacancies. removal & resignations

A vacancy in the Board shall be deemed to exist on the occurrence of any of the following:

- a. the death, resignation or removal of any Director;
- b. the declaration by the Board of a vacancy in the office of a Director who has been declared of unsound mind by a final order of court, or has been convicted of a felony, or has been found by a final order judgment of any court to have breached any duty under Sections 5230-38 of the California Corporations Code dealing with standards of conduct for directors:
- c. if a Director has missed three (3) meetings of the Board;
- d an increase in the authorized number of Directors:
- the failure of the Members, at any meeting of the Members at which any Director or Directors are elected, to elect the full authorized number of Directors to be voted for at that meeting; or
- f. the full affirmative vote of the Members to remove a Director in accordance with the voting requirements of Section 5222 of the California Corporations Code.

Vacancies on the Board, except for a vacancy created by the removal of a Director, may be filled by a majority of the Directors then in office, whether or not the majority is less than a quorum, or by a sole remaining Director. A vacancy on the Board created by the removal of a Director may be filled only by the Members. The Members may elect a Director at any time to fill a vacancy notified by the Directors provided that adequate notice is given as specified in these Bylaws. Each Director appointed or elected to fill a vacancy shall hold office until his or her successor is elected at a regular meeting of the Members.

Any Director may resign effective upon giving written notice to the Chairperson, the Secretary, or the Board, unless the notice specifies a later time for the effectiveness of the resignation. If the resignation is effective at a future time, the successor may be elected to take office when the resignation becomes effective. Unless the California Attorney General is first notified, no Director may resign when the Council would then be left without a duly elected. Director or Directors in charge of its affairs.

No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of the Director's term of office.

4.6 Fees & compensation

Directors and members of committees may receive such reasonable compensation, if any, for their services, and such reasonable reimbursement for any expenses, as may be fixed or determined by resolution of the Board.

4.7 Restriction on interested Directors

Not more than forty-nine percent of the persons serving on the Board at any time may be interested persons. An interested person is:

- any person being compensated by the Council for services rendered to it within the
 previous twelve (12) months, whether as a full-time or part-time employee, independent
 contractor or otherwise, excluding any reasonable compensation paid to a Director as
 Director; and
- any brother, sister, ancestor, descendant, spouse, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, of any such person. However, any violation of the provisions of this section shall not effect the validity or enforceability of any transaction entered into by the Council.

5.0 Officers

5.1 Number of Officers

The Officers of the Council shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The office of Chairperson must be filled by a Director who is also a Private Sector Member. The office of Vice Chairperson may be filled by a Director who is a Public Sector Member. The office of Secretary may be filled by a Member or from the senior Staff. The Council may also have other Officers as may be appointed by the Board, or with authorization from the Board, by the Chairperson or some other Officer.

5.2 Duties of the Chairperson

The following delineate the principal duties of the Chairperson:

- a. The Chairperson shall preside at all meetings of the Board and the Council.
- All appointments to committees not having authority of the Board are made by the Chairperson.
- c. The Chairperson shall serve as an ex-officio member of all committees.
- The Chairperson shall approve signatories for bank accounts of the Council and for contracts.

5.3 Duties of the Vice Chairperson

The Vice Chairperson shall act in the place and stead of the Chairperson in the event of the Chairperson's absence, inability or refusal to act, and when so acting shall have all the powers of, and be subject to all the restrictions upon, the Chairperson.

5.4 Duties of the Treasurer

The Treasurer shall serve as Chairperson of the Audit Committee.

5.5 Duties of other Members

Each Member of the Council shall participate on at least one committee.

5.6 Duties of the Secretary

Unless otherwise determined by the Board or the President, the Secretary shall have the following powers and duties:

The Secretary shall attend all meetings of the Council and the Board and shall record all
votes and the minutes of such meetings, to be kept at all times at the principal office of the

corporation or at such other places as the Board shall determine. The Secretary shall provide for the recording of all votes and proceedings of standing committees.

- The Secretary shall act as the Council's business agent on all matters when the Council is not in session.
- c. The Secretary shall at all times keep, at the corporation's principal office, the original copy of the agendas and minutes of Council meetings, the current Articles of Incorporation, and Bylaws.
- d. The Secretary shall give such notices as may be required by law or these Bylaws.

6.0 Membership of the Private Industry Council

6.1 Appointment, number & classes

Members of the Council are appointed by the Mayor from among individuals nominated in the manner set forth in these Bylaws. Subsequent to the initial certification of the Council by the Governor of California, the Council in full session determined that the Council shall not have more than thirty (30) Members and consist of specific categories as prescribed by the Job Training Partnership Act law and any additional groups as specified in these Bylaws.

Membership shall be staggered among three classes, each of ten seats, with terms expiring every three years on June 30, and terms of the first class expiring in one year, of the second class expiring in the second year, and the third class expiring in the third year, and then repeating in rotation.

6.2 Classes of voting Members

The Council shall be composed of the following classes of voting Members.

a. Private sector members

Private sector members shall constitute a majority of the membership and shall be owners of business concerns, chief operating officers of non-government employers, or other private sector executives who have substantial management or policy responsibilities.

b. Public sector members

Public sector members shall include representatives of educational agencies (representative of all educational agencies in the city/county), organized labor, rehabilitation agencies, community-based organizations, economic development agencies, the public employment service, the public social service agency, a current or former participant of a PIC program and a youth between the ages of 14 and 21 years old. Representatives of labor and community based organizations shall constitute at least fifteen percent of the membership of the Council.

6.3 Nonvoting affiliates

- The Mayor and the president of the Board of Supervisors shall be ex-officio, nonvoting affiliates of the Council.
- b. The President shall serve as the senior Staff representative on the Council.

6.4 Nomination & appointment

The authority to appoint Members to the Council rests with the Mayor and is not a shared function of the Partnership.

The Nominating Committee shall gather and refer to the Mayor all nominations for membership to the Council. Nominations shall be sought in the following ways:

a. Private sector members

Private sector members shall be selected from among individuals nominated by the San Francisco Chamber of Commence after consulting with and receiving recommendations from other business organizations in San Francisco. Nominations shall reasonably represent the industrial and demographic composition of the local business community, and whenever possible at least one-half shall be representatives of small business, including minority business. The number of nominations made will be at least one hundred fifty percent of the number of appointments to be made.

b. Public sector members

i. Education

Public sector members representing educational agencies shall be selected by the Mayor from among individuals recommended by local educational agencies, vocational education institutions, institutions of higher education (including entities offering adult education), or general organizations of such agencies or institutions, and by private or proprietary schools or general organizations of such schools within San Francisco

ii. Labor

Labor representatives shall be selected by the Mayor from among individuals recommended by recognized State and local labor organizations or appropriate building trades councils.

iii. Other

The remaining public sector members shall be selected by the Mayor from among individuals recommended by interested organizations.

6.5 Term of appointment

The normal term of appointment of each Member shall be three (3) years.

6.6 Resignation of membership

Any Member may resign from membership by submitting written notice to the Chairperson and to the Mayor at least thirty (30) days prior to the effective date of the resignation.

6.7 Removal from membership

Any Member may be recommended for removal from membership by a vote of two-thirds of the Members present and voting, provided that there is a quorum present and that the notice of the meeting at which the vote is taken included this action on the agenda. Any such removal must be done in good faith and in a fair and reasonable manner.

Reasons for removal may include failure to attend at least half of the regularly scheduled meetings of the Council during a twelve-month program year, or a failure to attend three (3) consecutive meetings without prior notification of inability to attend.

Once the Council has voted in favor of a recommendation to remove a Member, the following procedures shall be followed:

 A notice shall be sent by prepaid first class or registered mail to the most recent address of the Member, as shown on the Council's records, setting forth the action to be taken, the reasons for the action, and the date, time and place of the hearing provided for in this section. Such notice shall be sent at least fifteen (15) days before the proposed effective date of termination.

- b. The Member proposed for removal shall be given an opportunity to be heard, either orally or written, at a hearing to be held not fewer than five (5) days before the effective date of the proposed termination. The hearing will be held before the Board.
- Following the hearing, the Board shall decide whether or not the Member should be removed. The decision of the Board shall be final.

6.8 Vacancies

If a vacancy should occur through normal expiration of the term of appointment or for other reasons, a replacement will be nominated through the provisions of these Bylaws. Where the vacancy is in an unexpired term, the appointment shall be for the remainder of the term.

6.9 Annual Statement of Economic Interests

Members have the duty of submitting to the Secretary upon their appointment to the Council, annually during their membership, and upon termination of their membership a completed and signed Statement of Economic Interests.

7.0 Staff

7.1 Delegation of operations

The Board may delegate the management of the day-to-day operation of the business of the Council to a management company, committee (however composed), or other person, provided that the activities and affairs of the Council shall be managed under the ultimate direction of the Board.

The Board shall be responsible for all matters concerning Staff personnel policy and management, and shall hear all personnel grievances as provided in the Council's Personnel Policy. All decisions of the Board shall be final.

7.2 Selection of President

When seeking a new President for the Council, the PIC Chairperson shall establish an ad hoc Search Committee consisting of Council members appointed by the Chairman who shall solicit and review applications and interview applicants. The Search Committee's recommendations shall be ratified by the full Council at which time the Chairperson shall be authorized to hire the selected candidate.

8.0 Meetings of the Board & Council

8.1 Regular meetings

a. Board

Regular meetings of the Board shall be held in conjunction with regular meetings of the Council.

b. Council

The regularly scheduled meetings of the Council shall normally be convened at a time determined by the Chairperson on the second Tuesday of the months of January, March, April, May, July, September and November. The schedule with dates and locations will be published annually no later than November 30. Notice of any change to scheduled dates

and locations will be delivered to Members at least ten (10) days in advance of the meeting.

8.2 Special meetings

a. Board

Special meetings of the Board may be called by the Chairperson, the Vice Chairperson or any two Directors. The President after consultation with at least one Director may also call a special meeting.

b. Council

A special meeting of the Members may be called by the Chairperson or by the Board. In addition, a special meeting of the Members for any lawful purpose may be called by five percent or more of the Members.

8.3 Notice of meetings

Notices of Board or Council meetings shall include the date, time and location of the meeting as well as an agenda containing a brief, concise and non-technical description of items to be considered. In addition, the agenda or its attachments shall include: if Directors are to be elected, the names of all those who are nominees at the time that the notice is given; the general nature of a proposal, if any, to take action when approval of the Members is required with respect to removal of Directors without cause, the filling of vacancies on the Board, amendment of the Articles of Incorporation, voluntary dissolution of the Council, and such other matters, if any, as may be expressly required by law.

a. Regular meetings

Written notice of all regular meetings of the Board or Council shall be sent to Directors or Members not less than ten (10) days before the date of the meeting, provided the notice is mailed with first-class postage. Any such notice shall be deemed to have been given at the time when delivered personally or deposited in the mail or sent by other means of written communication.

b. Special meetings

A written notice of the time and place of special Board or Council meetings shall be delivered personally to each Director or Member or communicated to each Director or Member by telephone, either by voice, facsimile or data, telegraph or first-class mail, with the charges prepaid, addressed to the Director or Member at the Director or Member's address as it is shown on such records of the Council, or, if it is not so shown on such records or is not readily ascertainable, at the place at which the meetings of the Board or Council are regularly held. In case such notice is mailed, it shall be deposited in the United States mail at least four (4) days prior to the time of the holding of the meeting. In case such notice is delivered personally or by telephone, it shall be so delivered at least seventy-two (72) hours prior to the time of the holding of the meeting.

c. Public notice

The Secretary shall mail copies of notices for all regular and special Board or Council meetings to interested parties, and see that the notices are posted in a location freely accessible to members of the public at least seventy-two (72) hours before the meeting.

Explanatory documents referred to in the notices will be made available for public inspection at the Council's office during normal business hours.

8.4 Quorum

No enforceable action may be taken at a meeting which lacks a quorum.

a. Constitution of a quorum

1. Board

The presence of a majority of the Directors at a meeting of the Board shall constitute a quorum.

2. Council

At all meetings of the Council, presence of fifty percent of the membership shall constitute a quorum, provided that at least half of those present are Private Sector Members.

Failure to achieve a quorum

When a quorum is not achieved, the Board or Council may not take action on agenda items. However, Directors or Members may remain to discuss matters of their choosing with the public, and those proceedings may be presented at a subsequent meeting's records.

8.5 Public testimony on agenda items

Time shall be set aside on the agenda at the beginning of a Board or Council meeting for public testimony concerning matters on the published agenda for the meeting. The total time set aside for this purpose shall not exceed 15 minutes without the express approval of members present, and the chairman may set a time limit for the testimony of individuals or for representatives of a single organization.

8.6 Public testimony on other matters

Time shall be scheduled on the meeting agenda after conclusion of other business and prior to adjournment for public testimony on matters appropriate to the responsibilities of the Board or Council but not stated on the agenda. The total time set aside for this purpose shall not exceed 15 minutes without the express approval of members present, and the chairman may set a time limit for the testimony of individuals or for representatives of a single organization.

8.7 Action on items not on the agenda

Action shall not be taken at any meeting on items not on the agenda except in emergencies or unless Directors or Members find that failure to act would threaten serious injury to the public interest and that the matter came to attention after publication of the agenda. Before taking action, the Board or Council shall adopt a resolution specifying the nature of the emergency or the threat of serious injury to the public interest, and shall offer members of the public in attendance the opportunity to give testimony.

8.8 Adjourned Board meeting & notice

A majority of the Directors or Members present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice shall be given prior to the time of the adjourned meeting to those Directors or Members and other interested parties who were not present at the time of the adjournment.

9.0 Voting by Directors & Members

9.1 Procedure

All Directors and Members may make motions and vote except as restricted by these Bylaws. Each Director and Member shall be entitled to one vote on each matter submitted to a vote of the Board or Council. Voting at a meeting of the Board or Council may be by voice, show of hands or by ballot, provided, however, that all elections for Directors must be by ballot upon demand made by a Member at any election before the voting begins.

9.2 Force

If a quorum is present, the affirmative vote of a majority of the voting power represented and voting at the meeting (which affirmative vote also constitutes a majority of the required quorum) shall be the act of the Directors or Members, unless the vote of a greater number, or the same number after disqualifying one or more Directors or Members from voting, is required by the California Corporations Code, the Articles of Incorporation or these Bylaws.

9.3 Restrictions

No Member shall vote on, or participate in the discussion concerning any portion of a plan, a contract, a subcontract, or any other r matter which may provide financial benefit to the Member or to an organization represented by the Member.

9.4 Annual Job Training Plan

No Member shall abstain from voting on submitting the Annual Job Training Plan, as defined in the Job Training Partnership Act, or any modification thereof, to the Mayor merely on the basis of the restriction cited in these Bylaws.

Establishment of the Annual Job Training Plan and any action which would amend or alter the Annual Job Training Plan must be approved by the affirmative vote or the written consent of the majority of the Members.

10.0 Standing committees

10.1 Guiding principles

It shall be the policy of the Board to set in place standing committees guided by the following principles:

- a. Conduct public hearings and take public testimony when needed to ensure that all viewpoints are considered, and in all cases when required by statute or regulation.
- Provide the Board with readily-available expertise regarding the policies and direction of the Council.
- Review staff recommendations with appropriate public hearings and advise the Board and the full Council regarding action to be taken.
- d. Provide for broad community participation in Council activities.

It will be the responsibility of each committee to establish its schedule for meeting and to ensure that all interested parties are provided with adequate notice of such schedules. Committee chairpersons may delegate such responsibilities to Staff.

10.2 Committees of Directors

The Board may, by resolution adopted by a majority of the Directors then in office provided that a quorum is present, designate one or more committees, each consisting of two or more Directors, to serve at the pleasure of the Board. The Board may designate one or more Directors as alternate member(s) of any committee, who may replace any absent member at any meeting of the committee. The appointment of members or alternate members of a committee requires the vote of a majority of the Directors then in office, provided that a uorum is present. Any such committee, to the extent provided in the resolution of the Board

or in these Bylaws, shall have all the authority of the Board, except that no committee, regardless of Board resolution, may:

- Approve any action that, under California nonprofit Corporation Law, also requires the
 affirmative vote of members of a public benefit corporation.
- b. Fill vacancies on the Board or in any committee that has the authority of the Board.
- c. Fix compensation of the Directors for serving on the Board or on any committee.
- d. Amend or repeal Bylaws or adopt new Bylaws.
- Amend or repeal any resolution of the Board that by its express terms is not so amendable or repealable.
- f. Appoint any other committees of the Board or the members of such committees.
- g. Expend corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected.
- h. Approve any transaction between the Council and one or more of its Directors in which the Director or Directors have a material financial interest, except as provided by Section 5233 of the California Corporations Code.

10.3 Committees that include other than Directors

The Board may, by resolution, designate one or more committees whose members need not be composed entirely of Directors. Such committees shall not have the authority of the Board.

The following shall be committees that may include other than Directors:

a. Evaluation Committee

This committee shall have a chairperson and vice chairperson who are Members of the Council and shall include a senior Staff person as a member. The number and source of additional members shall be left to the discretion of the chairperson of the committee. The membership of the committee shall be not less than five (5) and not more than seventeen (17), with a majority of its members from the business community. The Evaluation Committee shall be responsible for the review and advice to the Board and the Council for quality of overall program conducted by the Council, the adequacy of services to the employer community and to the people of San Francisco. In determining quality the committee shall consider the aggregate accomplishments of the Council and of its subcontractors in relation to San Francisco's needs.

b. Planning Committee

The Planning Committee shall be appointed by the Chairperson from recommendations submitted through the Board. The chairperson and vice chairperson of the committee shall be members of the Council and designated by the Chairperson. The membership of the committee shall be not less than eleven (11) and not more than seventeen (17). The remaining members of the committee need not be Council Members, but the membership shall have a majority of its members from the business community.

The Planning Committee shall be responsible for review and advice to the Board and the Council for all matters relating to program planning for the Job Training Partnership Act, including:

- preparation of draft and final job training plans.
- · preparation and issuance of requests for proposals.
- evaluation of proposals.
- incorporation of selected proposals into a service plan.

In preparing the service plan, selection of proposals for funding shall take into account the record of performance and population served by the subcontractors under prior subcontracts with this Council.

The Planning Committee shall hold public hearings as necessary and take public testimony under rules to be established by the committee. However, the final recommendations to the Council shall be submitted only after a vote when there is a quorum of the committee present.

c. Refugee Committee

The Refugee Committee shall have a chairperson and vice chairperson who are Members of the Council. The members of the committee shall be appointed by the chairperson of the committee. The membership of the committee shall be not less than nine (9) and not more than seventeen (17), and shall include representatives of refugees and refugee service agencies.

The Committee shall be responsible for reviewing plans for funds which specifically target services to refugees, and shall also review and evaluate performance of subcontractors.

The Refugee Committee shall hold public hearings and take public testimony under rules to be established by the Committee. The Committee shall make recommendations to the Council.

d. Jobs For Youth Committee

This Committee shall plan and direct efforts to place San Francisco youth in unsubsidized jobs with local employers, both year-round and for the summer. Membership should include at least one Council Member who shall serve as chairperson, as well as one or more Staff members, and representatives from the local business community, the Employment Development Department, the Youth Employment Coalition, the Mayor's Office and other interested organizations.

e. Other committees

From time to time, the Board may establish special program or ad hoc committees to accomplish specific projects. The need for such committees will be determined by the Board, along with their composition, membership and structure.

10.4 Term of appointment

Unless otherwise specified in the request to serve as a member of any committee, the term of appointment will be one (1) year. Each year, after the election of Officers of the Council, the Chairperson shall review all committee assignments and will issue new letters of appointment.

10.5 Notice of committee meetings

Notices of committee meetings shall include the date, time and location of the meeting as well as an agenda containing a brief, concise and non-technical description of items to be considered.

Notice shall be given as follows:

a. Regular meetings

Written notice of all regular meetings of the committees shall be sent to committee members not less than seven (7) days before the date of the meeting, provided the notice is mailed with first-class postage. Any such notice shall be deemed to have been given at the time when delivered personally or deposited in the mail or sent by other means of written communication.

b. Special meetings

A written notice of the time and place of special committees meetings shall be delivered personally to each committee member or communicated to them by telephone, either by voice, facsimile or data, telegraph or first-class mail, with the charges prepaid, addressed to the member at their address as it is shown on such records of the Council, or, if it is not so shown on such records or is not readily ascertainable, at the place at which committee meetings are regularly held. In case such notice is mailed, it shall be deposited in the United States mail at least four (4) days prior to the time of the holding of the meeting. In case such notice is delivered personally or by telephone, it shall be so delivered at least seventy-two (72) hours prior to the time of the holding of the meeting.

c. Public notice

The Secretary shall mail copies of notices for all committee meetings to interested parties, and see that the notices are posted in a location freely accessible to members of the public at least seventy-two (72) hours before the meeting.

Explanatory documents referred to in the notices will be made available for public inspection at the Council's office during normal business hours.

10.6 Quorum at committee meetings

a. Constitution of a quorum

A quorum for a committee meeting shall consist of a simple majority of the membership of the committee. No enforceable action may be taken at a meeting which lacks a quorum.

b. Failure to achieve a quorum

When a quorum is not achieved, the committee may not take action on agenda items. However, the committee's members may remain to discuss matters of their choosing with the public, and those proceedings may be presented at a subsequent meeting so that they form part of the subsequent meeting's record.

10.7 Voting by committee members

a. Procedure

All committee members may make motions and vote except as restricted by these Bylaws. Each committee member shall be entitled to one vote on each matter submitted to a vote of his or her committee. Voting may be by voice, show of hands or by ballot.

b. Force

If a quorum is present, the affirmative vote of a majority of the voting power represented and voting at the meeting shall be the act of the committee, unless the vote of a greater number, or the same number after disqualifying one or more committee members from voting, is required by the California Corporations Code, the Articles of Incorporation or these Bylaws.

11.0 Indemnification of Directors, Officers, employees & other agents of the Council

11.1 Definitions

For the purposes of this section, "agent" means any person who is or was a Director, Officer, Staff employee, or other agent of the Council, or is or was serving at the request of the Council as a Director, Officer, Staff employee, or agent of another foreign or domestic corporation, partnership, joint venture, trust, or other enterprise; "proceeding" means any threatened, pending, or completed action or proceeding whether civil, criminal, administrative, or investigative; and "expenses" include without limitation attorneys' fees and any expenses of establishing a right to indemnification under paragraph 10.2.c. or paragraph 10.2.d. or this section.

11.2 Persons indemnified

- a. The Council shall indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of the Council to procure a judgment in its favor, an action brought under Section 5233 of the California Corporations Code, or an action brought by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of the Council, against expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of the Council and, in the case of criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding judgment, order, settlement, or conviction or upon a plea of note Entender or its equivalent shall not, of itself, create a presumption that the person reasonably believed his or her actions to be in the best interests of the Council or that the person had reasonable cause to believe that the person's conduct was unlawful.
- b. The Council shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action by or in the right of the Council to procure a judgment in its favor, or brought under Section 5233, or brought by the Attorney General for breach of duty relating to assets held in charitable trust, by reason of the fact that such person is or was an agent of the Council, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the Council, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this paragraph 1 0.2.b.:
 - 1. in respect of any claim, issue, or matter as to which such person shall have been adjudged to be liable to the Council in the performance of such person's duty to the Council, unless and only to the extent that the count in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;
 - of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or
 - of expenses incurred in defending a threatened of pending action that is settled or otherwise disposed of without court approval unless it is settled with the approval of the Attorney General.

- c. To the extent that an agent of the Council has been successful on the merits of defense of any proceeding referred to in paragraph 10.2.a. or 10.2.b. or in defense of any claim, issue, or matter in the proceeding, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the proceeding.
- d. Except as provided in paragraph 10.2.c, any indemnification under this article shall be made by the Council only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in paragraph 10.2.a. or 10.2.b., by:
 - a majority vote of a quorum consisting of Directors who are not parties to such proceedings; or
 - the court in which such proceeding is or was pending upon application made by the Council, the agent, or the attorney of other person rendering services in connection with the defense, whether or not such application by the agent, attorney, or other person is opposed by the Council.
- e. Expenses incurred in defending any proceeding may be advanced by the Council prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this article.
- f. Nothing contained in this article shall affect any right to indemnification to which persons other than Directors and Officers of the Council may be entitled by contract or otherwise.
- No indemnification or advance shall be made under this article, except as provided in paragraph 10.2.c. or paragraph 10.2.d.2., in any circumstance where it appears:
 - that it would be inconsistent with a provision of the Articles of Incorporation, a resolution of the Board of Directors, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
 - that it would be inconsistent with any condition expressly imposed by a court in approving a settlement.
- h. This article does not apply to any proceeding against any trustee, investment manager, or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent of the Council as defined in section 10.2.a. The Council shall have the power to indemnify such trustee, investment manager, or other fiduciary to the extent permitted by the subdivision (f) of Section 207 of the California Corporations Code.

12.0 Liability insurance

Upon and in the event of a determination by the Board to purchase indemnity insurance, the Council shall purchase and maintain insurance on behalf of any agent of the Council (as defined in these Bylaws) against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not the Council would have the power to indemnify the agent against such liability under the provisions of this article; provided, however, that the Council shall have no power to purchase and maintain such insurance to indemnify any agent of the Council for a violation of Section 5233 of the California Corporations Code.

13.0 Amendments to & matters not addressed in the Bylaws

The Bylaws may be amended at any meeting of the Members at which a quorum is present by an affirmative vote of a majority of the Members, provided that notice of the intended action is explicit and is included with the materials for the meeting received at least ten (10) days in advance of the meeting.

Matters not discussed in the Bylaws will be resolved under the provisions of Robert's Rules of Order.

ENDORSED
FILED
In the office of the Secretary of State
of the State of California
'SEP2 2 1979
MARCH FONG EU, Secretary of State
Kuhlbeen P, Gulterrex

Deputy

ARTICLES OF INCORPORATION

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PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO

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The name of this corporation shall be Private Industry Council of San Francisco.

II

The purposes for which this corporation is formed are:

- (a) The specific and primary purposes are to operate a private industry council under the Federal Comprehensive Employment and Training Act and regulations thereunder, as in effect from time to time.
- (b) The general purposes and powers are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, including the power to contract, rent, buy or sell personal or real property, provided, however, that this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.
- (c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

This corporation is organized pursuant to the General Nonprofit Corporation Law of the State of California. This corporation does not contemplate pecuniary gain or profit to the members thereof and it is organized for nonprofit purposes.

τv

 $\label{thm:composition} The \ principal \ office \ for \ the \ transaction \ of \ business \ of \ this \\ corporation \ is \ located \ in \ the \ City \ and \ County \ of \ San \ Francisco.$

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The general management of the affairs of this corporation shall be under the control, supervision and direction of the board of directors which shall consist of seven members. The names and addresses of persons who are to act in the capacity of directors until the selection of their successors are:

J. J. Jarboe	
--------------	--

Korbus Glass 993 Howard Street San Francisco, CA 94103

Joe Goglio

San Francisco Labor Council 3068 - 16th Street San Francisco, CA 94103

William Taylor

National Alliance of Business 690 Market Street, #919 San Francisco, CA 94104

John Chase

One Embarcadero Center San Francisco, CA 94111

Fred Clark

P G & E 245 Market Street San Francisco, CA 94106 Leandro P. Soto

OBECA/ARRIBA JUNTOS 2017 Mission Street San Francisco, CA 94110

J. L. Kingsley

222 Agriculture Building The Embarcadero San Francisco, CA 94105

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The authorized number and qualifications of members of the corporation, the different classes of membership, if any, the property, voting and other rights and privileges of members, and their liability to dues and assessments and the method of collection thereof, shall be as set forth in the bylaws.

VII

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private individual. Upon the dissolution or winding up of the corporation, its assets remaining after payment of, or provision for payment, of all debts and liabilities of this corporation, shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code. If this corporation holds any assets in trust, or a corporation is formed for charitable purposes, such assets shall be disposed of in such manner as may be directed by decree of the superior court of the county in which the corporation has its principal office, upon petition therefore by the Attorney General or by a

person concerned in the liquidation, in a proceeding to which the Attorney
General is a party.

IN WITNESS WHEREOF, the undersigned have executed these Articles of Incorporation, this $\frac{29}{2}$ day of August, 1979.

Joe Soulio

Joe 609110

William Taylor

John Chase

Fred Crark

Chandry P. Soto

STATE OF CALLFORNIA SS COUNTY OF SAN FRANCISCO

On this 29 day of August, 1979, before me, Ruth Kornhauser, a Notary Public for the State of California, with principal office in San Francisco County, personally appeared J. J. JARBOE, JOE GOGLIO, WILLIAM TAYLOR, JOHN CHASE, FRED CLARK, LEANDRO P. SOTO, and J. L. KINGSLEY, known to me to be the persons whose names are subscribed to the within Articles of Incorporation, and acknowledged to me that they executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on the day and year first above written.



NOTARY PUBLIC-CALIFORNIA CITY & COUNTY OF SAN FRANCISCO My Commission Expires June 25, 1981

Ruth Kornhauser

(NOTARIAL SEAL)







I, MARCH FONG EU, Secretary of State of the State of California, hereby certify:

That the annexed transcript has been compared with the record on file in this office, of which it purports to be a copy, and that same is full, true and correct.

> IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this



SEP 2 6 1979

March Force Eu

Secretary of State



MEMORANDUM

TO:

BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL

DATE: AUG 19, 2005

FROM:

WES DIXON, INTERIM PRESIDENT

SUBJECT:

FUNCTIONS LIST FROM WIB RETREAT OF MAY 5, 2005 (AGENDA ITEM 10)

ACTION REQUESTED

The Board is asked to begin a review of workforce-related functions of the WIB and PIC to consider how to divide them between the policy bodies and staffs.

BACKGROUND

This list of functions was first presented to the WIB at its May 5 Retreat. Due to pressing issues on the agenda at that meeting, the item was not discussed.

RECOMMENDATION

Any division of authorities between the WIB and PIC Board, or division of duties between the MOEWD and PIC staffs, should be performed in concert with the WIB or by a joint working group. Staff recommends that you review the May 5 Functions List and consider it an introduction to future discussion on WIB-PIC separation.

Staff will be present at your August 26 meeting to discuss this list. If you have any questions prior to the meeting, please contact Wes Dixon at (415) 923-4465.



Orchestration of meetings for full Board and each of its committees/task forces, agendas, policy decisions, communication.		1		
Member nominations, Mayoral appointments, swear-ins, orientations, committee composition, attendance monitoring, Sunshine training, Annual Economic Disclosures, Conflict of Interest, meeting access for disabled, website posting.	*	*		
Public review of City's \$108 million in workforce spending.	✓	/		
Public development of local Strategic Workforce Investment Plan	1	✓		
Articulation of Mayor's objectives.	1	1		
			1	1
Coordination with Mayor's objectives.			/	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Coordination with Mayor's objectives.	· /	· ·	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Coordination with Mayor's objectives.	V	✓	√	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Coordination with Mayor's objectives. Executive Committee (as WIB policy nexus) Legislative advocacy/educating electeds.	<i>\</i>	<i>Y</i>	√	
Coordination with Mayor's objectives. Executive Committee (as WIB policy nexus) Legislative advocacyleducating electeds. Bylaw development.	<i>y</i>	✓ ✓	V	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Coordination with Mayor's objectives. Executive Committee (as WIB policy nexus) Legislative advocacy/educating electeds. Bylaw development. Selection of One Stop Operator	<i>y</i>	<i>y</i>	·	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Coordination with Mayor's objectives. Executive Committee (as WIB policy nexus) Legislative advocacy/educating electeds. Bylaw development. Selection of One Stop Operator Development and negotiation of One Stop MOUs.	1	<i>Y Y</i>		\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \

FUNCTION LIST: LOCAL WORKFORCE INVESTMENT BOARD

WISF WISF PIC PIC

Board Staff Board Staff

Youth Council (currently a WIA-required committee) Will the new	WIA auti	norize Y	outh Co	uncils?
Coordination of WIA activities with municipal initiatives (CYAE Cluster).				
Formation of precise evaluations and funding recommendations.				
Citywide Youth Policy Coordination				

Executive Committee (as PIC Inc. Board of Directors, also currently a WIB Bylaw committee)

Orchestration of meetings for Board of Directors and committees/task

Corporate complaint, grievance, and wrongful termination hearings

forces, agendas, policy decisions, communication.
Corporate budgeting and expenditure approval
Corporate audit and solvency review.
Negotiation of SEIU agreements.

Program Resources Committee (currently a WIB Bylaw committee)		-		
Design of services for Adult and Dislocated Worker training services			1	✓
Solicitations and selections intensive plus training service providers			1	✓
Listing and delisting of Eligible Training Providers	✓			✓
Evaluation of individual Training Providers and overall performance.			1	✓
Development of local WIA policies as required by the Act	✓			1

FUNCTION LIST: LOCAL WIB (continued)

WISF	WISF	PIC	PIC
Board	Staff	Board	Staff

Employer Services Committee (currently a WIB Bylaw committee)

Employer Services Committee (Currently a Wib Bylaw Committee	٥)	
Public workforce system marketing.		
Customized Training policy support, targeting, priorities.		
Customized Training employer solicitation.		
Customized Training proposal approval.		
Customized Training overall evaluation.		

One Stop Operations & Services Committee (currently a WIB Bylaw committee)

one otop operations a octations committee (currently a vita bylaw committee)				
Planning and development of One Stop service system	1	1	1	1
Evaluation of Operator performance.	1			1
Architecture of One Stop system technology.	1	1		1
Workgroups to develop IT and assistive technology project plans.				

FUNCTION LIST: WIA TITLE IB COMPLIANCE

WISF	WISF	PIC	PIC
Board	Staff	Board	Staff

One Stop System Administration (realization of committee goals and objectives)

Development of Operator performance goals/metrics.	1		√ *
Operator budget development.		1	√ *
MOU development, execution, and amendment (13 required partners).	1		√ *
Cost allocation agreement.	1		√ *
Resource Sharing agreement.	1		√ *
Charter school and similar non-financial MOUs.			
Definition and development of Access Points (certification?)	1		
Negotiation and execution of One Stop Operator contract			1
Management of system-level investments (i.e., assistive technology).			1
Service card improvement, expansion.	1		
Service card data analysis, public presentation			1 *
Implementation and coordination of Citywide marketing plan.	1	✓	
Implementation of Citywide referral plan.			√ *
Implementation of Citywide case management plan (if feasible).			√ *
Assuring WIA-compliant access, procurement, appeals procedures			✓ *
Developing multi-partner personnel and supervision guidelines			✓ *
Provision of professional assessment and career guidance services.			
Customized training implementation, incumbent worker eligibility,	1		√ *
participant recordkeeping, and data collection for technical evaluation.			
Customized training assessment, counseling, and case management.			
Employer recruitment, screening, and general HR assistance.			
Assure post-training placement (if training providers do not perform it).			
Forms control; grant-specific policies and procedures (Bulletins).			1

* included in One Stop Operator contract.

FUNCTION LIST: WIA TITLE IB COMPLIANCE (continued)

WISF	WISF	PIC	PIC
Board	Staff	Board	Staff

Legal Services

Legal Services	 	
Form and content of contracts, agreements, leases, MOUs.		√ **
Protection of confidential records.		√ **
Legislative impact analysis; survey response (GAO, USCOM, CWA).	1	✓
501(c)(3) status update, protection, and Code of Conduct enforcement.		√ **
Complaint and grievance management (discrimination, accessibility)		√ **

** may include City Attorney.

Planning and evaluation (WIA goal achievement)

Grant applications for WIA formula programs; predictive quarterly		1
estimates of enrollment and cost.		
Procurement for WIA formula training.	✓	✓
Procurement of professional services contractors (non training).	1	1
Applications for Secretary's and Governor's Discretionary Grants.	/	1
Grant extensions and modification requests.		✓
Evaluation of WIA goal performance, subcontractor performance	1	1

Technical Assistance

Proactive technical assistance to contractors: allowable expense and matching, OMB audit, cost allocation, WIA eligibility, recording of leveraged funds, Pell Grants, loans, etc.		1
Single Point of Contact for subs, coordination and communication.		1

Financial Data Management (by contract)

Collection of contractor expense data, summarization, communication.		1
Summary reporting to grantors (monthly, quarterly, annual, close-out).		1
Evaluations of contractor/provider financial performance, suitability.	1	1

Participant Data Management (by participant)

Collection of demographic data, summarization, communication.			1
Summary reporting to grantors (monthly, quarterly, annual, close-out).			1
Evaluations of contractor/provider and overall WIA performance.		1	1

Monitoring (by contract)

monitoring (by contract)			
Provider performance negotiation and contract execution.			1
Provider roster and invoice review.			1
Provider site visits (suitability, safety, curricula, ADA/EEO).			1
Corrective action tracking (plan versus actual performance).		✓	1
Collection of participant time, attendance, status changes, certificates.			1
Systematic notification of grievance reconciliation requirements.			1
Fiscal controls, payrolls, procurements, cost allocations, insurances.			1





creating employment opportunities

MINUTES OF THE
AUGUST 26, 2005 MEETING OF THE
BOARD OF DIRECTORS
FOR THE
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

DOCUMENTS DEPT.

SEP 1 9 2005

SAN FRANCISCO PUBLIC LIBRARY

The meeting was held in the Auditorium of the City College of San Francisco at 33 Gough Street in San Francisco. California 94103.

PRESENT:

Steve Arcelona, Brian Cheu, Chris Iglesias, Helen Kim, Curt Kirschner, Ben Mangan, and Tom Ryan

ABSENT:

Hyacinth Ahuruonye, Ann Cochrane, Nathan Nayman, and Susan Penway

PIC STAFF:

Wes Dixon, Mary Fernandez, Alfred Fajardo, Karen Hart, Rhody McCoy, Rick Mena, Zenaida Paguirigan, Mike Peters, Marissa Pio Roda and Adrian Trujillo.

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):

Robbie Arbo, Larry Braynen, Dale Butler, Don Climent, Bob Hays, Rev. Ashirvadam Rayikanti, and Gerry Souzis.

The meeting was convened at 9:15 A.M. with a quorum present.

Mr. Steve Arcelona welcomed everyone and he called the meeting to order.

Mr. Arcelona recessed the Board of Directors to a Closed Session

The Board of Directors was reconvened in Open Session at 9:51 a.m.

Mr. Arcelona stated that there would be no report from the closed session.

Motion to adopt the agenda was made by Ben Mangan and seconded by Brian Cheu

Aves: Steve Arcelona, Brian Cheu, Chris Iglesias, Curt Kirschner, Ben Mangan, Tom

Ryan, and Helen Kim

Nays: None Abstentions: None Motion passed. Motion to adopt the minutes of the July 29, 2005 and August 5, 2005 meetings was made by Ben Mangan and seconded by Brian Cheu.

Ayes: Steve Arcelona, Brian Cheu, Chris Iglesias, Curt Kirschner, Ben Mangan, Tom

Ryan, and Helen Kim

Nays: None

Abstentions: None Motion passed.

Agenda Item #5 -Election of Board Officers

Mr. Arcelona reviewed the positions for election: Vice Chair, Secretary, and Treasurer.

Mr. Dixon gave a belief description of the responsibilities for each position.

Motion to elect Brian Cheu as Secretary to the Board of Directors for the Private Industry Council was moved by Ben Mangan and seconded by Curt Kirschner.

Ayes: Steve Arcelona, Chris Iglesias, Curt Kirschner, Ben Mangan, Tom Ryan, and Helen

Kim

Nays: None

Abstentions: Brian Cheu

Motion passed.

Motion to elect Curt Kirschner as Vice Chair of the Board of Directors for the Private Industry Council was moved by Chris Iglesias and seconded by Ben Mangan.

Ayes: Brian Cheu, Chris Iglesias, Ben Mangan, Tom Ryan, Steve Arcelona and Helen

Kim

Navs: None

Abstentions: Curt Kirschner

Motion passed.

Mr. Arcelona will talk to Mr. Hyacinth Ahuruonye, to find out if he is interested in accepting the Treasurer position.

Agenda Item #6 -Master Partnership Agreement

Mr. Arcelona stated that Private Industry Council of San Francisco, Inc. (PIC) has been serving as the administrative entity for Workforce Development funds for the City and County of San Francisco. The Master Partnership Agreement (MPA) has been signed by the Mayor and is waiting for the signature of the Chair of the Workforce Investment San Francisco Board (WISF), Lynn Bunim. The Master Partnership Agreement provides security to the designated entity to disburse funds. Board should review the MPA.

Mr. Ben Mangan requested clarification of MPA item #4, the issue of structural problems that may occur between the PIC and WIB.

It is important to clarify which Board will be making decisions on how the Workforce Investment Act (WIA) dollars are spent. The PIC Board of Directors will be working with the WISF Board on a strategic plan.

Virginia Hamilton, Executive Director of the California Workforce Association (CWA), will be engaged to help figure out the principles guiding the division of duties between the Boards. Mr. Arcelona will work closely with the WISF and Executive Committee and will attend their meetings.

Mr. Ryan questioned how often are the audits done, yearly or every two years?

Mr. Adrian Trujillo, Chief Financial Officer for the PIC, stated that the PIC does its audit every 2 years and the subcontractors every year. The Board of Directors may elect to audit every year or every two years.

Motion for PIC Board to accept the duties designated under the Master Partnership Agreement moved by Tom Ryan and seconded by Brian Cheu.

Mr. Cheu suggested that having reviewed the MPA they accept the motion.

Ayes: Steve Arcelona, Brian Cheu, Chris Iglesias, Helen Kim, Curt Kirschner Ben Mangan, and Tom Ryan

Nays: None

Abstentions: None Motion passed.

Agenda Item #7 Homeless Employment Collaborative (HEC) Review & Recommendations

The Homeless Program runs from October-September (Federal Fiscal Year).

- · PIC has served the Homeless for 10 years
- The McKinney Act originally consisted of programs providing a range of services for homeless people.

Brief background on the homeless agencies:

- They have not recompeted every few years
- · HEC agencies are connected and work together
- · Homeless funding is awarded a year in advance

Motion for discussion to approve the subcontractor funding for year 10 for the Homeless Employment Collaborative (HEC) made by Tom Ryan and seconded by Brian Cheu

Board members reviewed the HEC Performance for the past two years and the recommended funding levels.

Mr. Ryan raises some points on the method of keeping track of progress; placement rate, what is placement vs enrollment; and there should be a consistent record keeping standard.

Mr. Dixon stated it is the effectiveness that we should be looking at and not just the efficiency in terms of the contract. A policy board should be looking at effectiveness in terms of job placement, however it is made difficult by the different designs and data collection requirements of the programs.

Mr. Cheu questioned positive terminations. Ms. Zelda Saeli explained that positive terminations are not just job placements, that programs may have different long-term objectives. Some clients who have completed the program go on to more advanced training, enter community college or any of several positive next steps.

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Discussion ensued on performance and why placements for year 9 are 50% less than year 8. Do we expect 100%? Ms. Hart explained that the numbers are through July, and not the end of the year.

Mr. Mangan questioned why are the agencies not required to compete every year?

Mr. Arcelona explained the annual competition process for McKinney funds. He indicated that proposals are ranked locally, and San Francisco then competes on a national level.

Mr. Curt Kirschner asked how the agencies work together. Zelda Saeli explained that for example Catholic Charities serves families and does job training, making referrals to other agencies that are strong in placement. The CBOs know each other's strengths and work closely together to help the clients in placement or referrals.

Mr. Ryan stated that everyone is funded for different amounts and it's not standardized. To build the collaboration we need to look at ways to standardize a per-client amount and then perhaps choose to fund based on that number.

Ms. Jackie Jenks, Executive Director of Central City Hospitality House, stated that they meet on a monthly basis to coordinate services and that conversation needed to go forward over the outcomes. The people they work with have multiple barriers in gaining structured employment. There are different agencies that serve different neighborhoods that have special needs. Ms. Jenks concern is that a per-client-amount may inhibit the collaborative goal of the HEC CBOs, especially with subcontractors providing different types of services (i.e. referrals only vs handson training).

Mr. Larry Braynen, Northern California Service League (NCSL) stated that their agency works with ex-offenders, veterans and HIV clients. The CBOs really do work together.

Motion to accept the recommendation to approve subcontract funding for year 10 for Homeless Employment Collaborative (HEC).

Ayes: Brian Cheu, Chris Iglesias, Ben Mangan, Tom Ryan, Steve Arcelona, Curt Kirschner and Helen Kim

Nays: None Abstentions: None Motion passed

Agenda Item #8 Options for use of Diminished Refugee Funds

Mr. Arcelona asked Mr. Dixon to provide background about the Refugee funding. Mr. Dixon indicated that the Refugee Act of 1980 was originally to assist the people from South East Asia. The refugee needs in 2005 have changed. In San Francisco there are hardly any refugees because of the high cost of living. He indicated that there is only \$14,000 for the PIC to operate the Refugee program.

Motion to discuss options #1 was made by Mr. Brian Cheu and seconded by Tom Ryan.

Mr. Ryan stated PIC is responsible for employment and the use of money to grow the pie and allocate dollars for direct services. Suggestions were made on administering funds in a more efficient way; transfer funds to an outside CBO, or coordinate with other local counties.

Discussion on concerns if all administration is moved out of PIC and housed in one refugeeserving organization, there will be no choice for clients.

Mr. Ryan stated if we have only \$75,000 can we give each agency \$25,000 and set aside \$15,000 to help get more refugee funds. Ms. Hart stated that \$14,000 needs to go for citizenship services for elderly refugees, leaving \$65,000 for employment services, and program services' funds may not be used for fundraising.

Mr. Chris Iglesias left at 11:05 a.m.

Mr. Arcelona opened the conversation up for public testimony.

Speakers from the Audience

Rev. Ashirvadam Rayikanti, Ex. Director of African Immigrate and Refugee Resource Center (AIRRC), indicated that with the dollars so far they are able to serve 19 refugees. Asylees come by other means and need to be served. He hopes that PIC can continue to fund the refugee programs even though it might be a small amount.

Mr. Fred Jordan and Mr. P. Smith, both board members of the AIRRC, spoke on behalf of AIRRC. They hope the board can find a way to fund the refugee programs.

Helen Kim left at 11:11 a.m.

Ms. Gerry Souzis, Coordinator of Catholic Charities CYO, stated they are seeing a huge number of political asylees; they work with a population of traumatized clients. They are hoping to get some funding to at least continue their services through the end of the year.

Mr. Don Climent, Regional Director for the International Rescue Committee (IRC), Central Intake Point (CIP) houses HOTLINE for intake of new asylees. Mr. Climent stated that all kinds of refugees come to the CIP. They also work with the American Immigration Lawyers Association to help the clients get asylum. He would prefer option #2.

Mr. Arecelona acknowledged that the Board was not discussing value and caliber of work done by CBOs, but rather how to divvy up the remaining funds and more forward.

Mr. Ryan suggested an alternate proposal of \$20,000 for CIP, \$10,000 for Catholic Charities (CYO), \$10,000 for AIRRC and \$10,000 for JVS, which leaves \$15,000 for fundraisers and \$14,000 for citizenship.

Mr. Ben Mangan left at 11:25 a.m.

A request was made to gather together all agencies to discuss their ability to operate with minimal allocations. PIC will call a meeting and will make sure that HSA is represented.

Mr. Kirschner is not comfortable supporting the motion. Such small amounts being divided up may cause all CBOs to not be able to function.

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Motion to accept option #1 made by Mr. Brian Cheu and seconded by Tom Ryan

Ayes: Brian Cheu, Tom Ryan

Nays: Steve Arcelona, Curt Kirschner

Abstentions: None No Motion passed.

Motion made to support Option # 2, but with condition that PIC, HSA and the organization will meet.

Aves: Brian Cheu, Curt Kirschner and Steve Arcelona

Nays: Tom Ryan Abstentions: None Motion passed.

Public Testimony on Non-Agenda Items

Mrs. Zennie Paguirigan spoke on behalf of the SEIU union and asked the Board to confirm Mr. Wes Dixon as PIC President.

Motion to adjourn the meeting at 11:39 a.m.

Ayes: Steve Arcelona, Tom Ryan, Curt Kirschner, Brian Cheu

Nays: None

Abstentions: None Motion passed.

All written materials distributed at the meeting are posted on the Private Industry Council's website, www.picsf.org, and incorporated by reference herein.



PRIVATE INDUSTRY COUNCIL DOCUMENTS DEPT.

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SEP 1 9 2005

SAN FRANCISCO PUBLIC LIBRARY

NOTICE OF A PUBLIC MEETING

BOARD OF DIRECTORS OF THE

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Thursday, September 22, 2005

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College

Auditorium 33 Gough Street

San Francisco, CA 94103

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro. Interim Administrator

Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephon: 415-554-7724 Fax: 415-554-5163 E-mail: soff@Sfqov.orq

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.



If you require special accommodation due to a disability, please call Cynthia Vasquez at 415-923-4464 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Tuesday, September 6, 2005

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

THURSDAY, SEPTEMBER 22, 2005

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from the August 26, 2005 meeting (Action Item)*
- Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - Instructions to designated representatives regarding matter within the scope of labor negotiations
 - b. Personnel Issues
- 4. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. \$67.12(a).) (Action Item)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 5. Election of Board Treasurer (Action Item)
- 6. Refugee Meeting Report (Action Item)*
- 7. Customized Training Funding Recommendation (Action Item)*
- 8. Update of Corporate Solvency (Information Item) *
- 9. President's Report (Discussion Item)
- 10. Public Testimony on Non-Agenda Items (Discussion Item)
- 11. Future Agenda Items (Discussion Item)
- 12. Adjournment (Action Item)

9/15/05

^{*}Information included



employment opportunities

MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: SEPTEMBER 15, 2005

FROM:

WES DIXON, INTERIM PRESIDENT

SUBJECT: REPORT ON MEETINGS WITH HUMAN SERVICES STAFF, REFUGEE SUBCONTRACTORS, AND ADDITIONAL OPTION FOR USE OF

DIMINISHED REFUGÉE FUNDS (Agenda Item # 6)

ACTION REQUESTED

The Board is asked to approve a refugee program design and expenditure plan for Federal Year (FY) 2005 Refugee Employment Social Services (RESS) formula funding, and 2005 County Plan Goals. This plan results from discussions with San Francisco Human Services Agency (HSA) staff and current refugee program subcontractors.

FUNDING

The following chart shows the 2005 preliminary RESS funding, with a comparison to current year formula funding.

	'05	'05		'04	'04	
	Employment	Elderly	'05 Total	Employment	Elderly	'04 Total
Services	\$65,176	\$14,201	\$79,377	\$374,787	0	\$374,787
Admin	\$11,502	\$2,506	\$14,008	\$58,220	0	\$58,220
TOTAL	\$76,678	\$16,707	\$93,385	\$433,007	0	\$433,007

- Employment services currently include the Central Intake Point (\$53,679) for intake, assessment, and referral; employment services, including job placement, through three service providers (JVS - \$128,259; CCCYO - \$123,000; AIRRC - \$37,324); and supportive services (mainly Fast Passes) for participants - \$32,525.
- The '05 funding includes a set aside to provide citizenship and naturalization services to refugees who are 60 years of age or older. These services are not currently funded, and must be competitively procured.
- The administrative responsibilities of the refugee program include:

- developing a County Refugee Plan and obtaining approval from the Board of Supervisors;
- developing funding recommendations for employment services and a solicitation and funding recommendations for citizenship and naturalization services for elderly refugees;
- negotiating and monitoring contracts, including a contract for a central intake point, contracts for employment services, and contracts for citizenship and naturalization services for elderly refugees;
- > technical assistance and problem resolution for all refugee programs funded;
- > data collection and reporting for all refugee programs funded:
- > fiscal oversight and cost reimbursement for all refugee contracts;
- > evaluation of all refugee programs;
- > performance compliance;
- and liaison to the California Department of Social Services' Refugee Programs Branch and the federal Office of Refugee Resettlement.

PRIOR OPTIONS FOR CONSIDERATION

At your Board meeting on August 26th, staff presented the two options below.

- 1. If the Board concludes that it is no longer a viable option for the PIC to offer to assume these administrative responsibilities, the PIC could respectfully request that the Human Services Agency (HSA) act for the City and County of San Francisco in administering the refugee funds. The HSA may find an administrative necessity to decline the funds or to accept the funds and operate an in-house refugee services program for its Refugee Cash Assistance recipients through the Personal Assisted Employment Services (PAES) program.
- The PIC could offer to assume a portion of the administrative duties above for the \$14,008 in administration funds:
 - Competitively procure a service provider for the elderly services by obtaining three bids; negotiate and monitor a contract with the successful bidder. Because of the small amount of funds available (\$14,201), it is expected that the contract will be for 3 - 6 months at most.
 - Fund the CIP (\$53,679) to perform intake, assessment, case management, and referral to employment services funded with CalWORKs, PAES, WIA, or other funds in the San Francisco workforce development system. The CIP would also track and follow up those referred, and be responsible for supportive services.
 - Fund supportive services with the remainder of the services funds (\$11,497) for those who cannot receive supportive services through other funds (PAES, etc.).
 - The CIP would complete the RS-50 statistical performance report;
 - The PIC would not enroll any participants through its data management system;

2

9/15/05

 The HSA would assume administrative responsibility for the County Plan and liaison with the State and ORR.

RECOMMENDATION

At subsequent meetings with HSA staff and current refugee program subcontractors, the following option was designed:

- Refugees could be individually referred to refugee-funded services, along the same lines as TANF and GA recipients are in the HSA CalWORKs and PAES programs.
 - HSA staff would assume the central intake point (CIP) functions intake, assessment, referral, and tracking:
 - The International Rescue Committee would not be funded for CIP activities;
 - Services would be targeted to Refugee Cash Assistance recipients who are required to enroll in refugee-funded services;
 - Refugees would choose the program they enroll in, including Vocational English-as-a-Second Language (VESL) Immersion Programs (VIP) and currently funded refugee employment programs, with a per person cost limit of \$3,000 (including supportive services fast passes). This would allow the County to serve a minimum of 22 refugees with the \$65,176 in employment services funds. [Per person costs of current refugee employment service providers competitively procured in 2004 are: Jewish Vocational Service (JVS), \$2,515, Catholic Charities CYO (CCCYO), \$2,050, and the African Immigrant & Refugee Resource Center (AIRRC), \$1,333.] When funds are exhausted, RCA recipients would be referred to services funded with other funds, such as Food Stamp Employment & Training (FSET), PAES, WIA, etc.
 - PIC staff will submit County Plan revisions to the State.
 - PIC staff will execute and monitor the IR contracts.
 - · PIC staff will provide cost reimbursement for the IR contracts;
 - PIC staff will procure citizenship services for elderly refugees:
 - HSA staff will perform data collection, performance compliance, and reporting to the State.

There are still some internal HSA logistical "hand-off" processes to be worked out; another meeting with HSA staff has been scheduled for Monday, September 19th.

COUNTY PLAN GOALS

Revisions to County Plans are due to the State Refugee Programs Branch by September 30th. The following table contains the State-approved FY 2004 goals and proposed FY 2005 goals. Definitions for the measures are listed after the table.

	FY 2004	FY 2005
Employment Entry Rate	57%	57%
Cash Assistance Termination Rate	80%	100%
Cash Assistance Reduction Rate	20%	0%
Average Hourly Wage	\$10.51	\$10.51
Employment Retention Rate (90 days)	80%	80%
Entered Employment with Health Benefits Rate	75%	75%

3

Definitions:

Entered Employment (full/part time) is defined as "the entry of an active participant into unsubsidized employment for at least one day during the quarter." Full-time is 35 hours or more per week. The measure is calculated by dividing the number of refugees placed in jobs by the number enrolled.

Cash Assistance Terminations due to Earnings

The closing of a refugee recipient's cash assistance case – either TANF or Refugee Cash Assistance (RCA) or General Assistance (GA) – due to the refugee's earned income from employment. Calculated by dividing the number of refugees who have their cash assistance terminated by the number of refugees on cash assistance who were placed in jobs.

Cash Assistance Reductions due to Earnings

A reduction in the amount of a refugee's cash assistance due to earned income from employment. Calculated by dividing the number of refugees who have their cash assistance reduced by the number of refugees on cash assistance who were placed in jobs.

Employment Retention

Employed on the 90th day (after original job entry) at any unsubsidized job; a measure of continued participation in the labor market, not retention of a specific job.

Entered Employment with Health Benefits

A measure of how many jobs offer health benefits, either at placement or within six months of employment. Calculated as a percentage of full-time jobs.

As far as current performance, at the end of the July, the County was short of its enrollment goal (91 enrolled/119 planned) and had a 40% placement rate (36/91). The average hourly wage was \$10.83. Eight of 21 full-time jobs had health benefits (38%). Eleven refugees were still employed on the 90th day (some have not yet reached the 90th day), and eleven have had their cash aid terminated; none have had it reduced.

Staff will be available at your September 22nd meeting. If you have questions prior to the meeting, please contact Mike Peters at 923-4227 or MPeters@picsf.org or Karen Hart at 923-4260 or khart@picsf.org.

cc: Refugee Subcontractors Dan Crawford, CDSS/RPB HSA, PIC Staff



employment opportunities

MEMORANDUM

TO: PIC BOARD OF DIRECTORS DATE: SEPTEMBER 15, 2005

FROM:

WES DIXON, INTERIM PRESIDE

SUBJECT: RECOMMENDATION APPROVE. CUSTOMIZED TO TRAINING FUNDING TO THE SAN FRANCISCO CHAMBER OF COMMERCE TO OPERATE THE LEGAL SKILLS TRAINING AND ADVANCEMENT

RESOURCES (STAR) PROJECT (AGENDA ITEM 7)

ACTION REQUESTED

The Board is asked to approve funding in the amount of \$10,000 for SFWorks to operate a customized training program with Jewish Vocational Service (JVS) as training provider for the benefit of a group of law firms and corporate legal departments that have yet to be fully identified. The total cost of the training is \$20,000. SFWorks will match WIA Customized Training Funds in the amount of no less than \$10,000, drawing on a grant from the Mott Foundation, the Walter and Elise Haas Fund, and employer contributions, to enhance the skills and advance the careers of 6 WIA-eligible incumbent entry-level legal support staff. The entire amount requested is to be used for training.

BACKGROUND

On April 11, 2003, the Workforce Investment San Francisco (WISF) Board's Executive Committee adopted a Customized Training policy crafted by its Employer Services Committee. The intent of Customized Training is to meet the special skills requirements of an employer or group of employers, and targets unemployed individuals or employed individuals who earn less than a locally-determined self-sufficient wage (as determined by the WISF Board). Training is typically provided by a third party, employer-selected provider.

Under the Workforce Investment Act, the employer is required to provide at least 50% of the training cost. However, the WISF-approved Customized Training policy currently states: "In cases where employers are unable to pay for at least 50% of the training cost, private funds, such as philanthropic dollars, may be used to substitute the employer's fee."

Approximately \$200,000 have been reserved for Customized Training in the PIC's WIA Adult Formula budget for Program Year 2005-06.

On August 22, 2005, SFWorks and JVS jointly submitted a proposal for a Customized Training program. The program is designed to teach incumbent entry-level legal support staff job skills that are essential to career advancement. Acquiring better communication and enhanced computer and career management skills are the anticipated outcomes. The program intends to train 10 to 12 individuals (6 WIA-eligibles) who currently earn between \$12 to \$15 per hour. The program will also help address the projected labor shortage of legal administrative support workers.

The program has been in existence for three cycles. The third cycle graduated nine participants in July 2005. The second cycle graduated seven participants in July 2004. Four participants who completed training in that cycle were supported by Customized Training funds; all graduates increased their incomes since graduation. The program's three cycles have served 13 law firms and one corporate legal department.

The duration of the course is 60 hours. SFWorks, as the intermediary between the employers and the PIC, has agreed in good faith to make an effort to see that individuals are retained and advanced upon successful completion of the training. Advancement takes the form of new job responsibilities and a wage increase.

As in the previous cycle, employers will provide paid release time for their employees who participate in the program. In addition, employers will pay a \$300 fee per participating employee to SFWorks to underwrite the cost of the training.

Since this program was developed as a long-term solution to workforce needs in the legal field, the program is not linked to any single employer. SFWorks would serve as an intermediary, acting on behalf of multiple employers.

DISCUSSION

There are compelling reasons to decline to fund the proposed program with employer-directed Customized Training dollars. First, the local policy flatly contradicts the Act's requirement that the employer pay for at least half of the cost of training. Second, even if the Board were to decide that the local policy is valid, the proposed program does not meet that policy's requirement. The local policy states that only in cases in which an employer is *unable* to pay for half the cost of training would private funds be an acceptable substitute. However, the proponents have informed PIC staff that employers are *unwilling* to pay for their required share of the training. There would appear to be no reason for the Board to use public dollars to help subsidize training for employers who are able but unwilling to pay their matching share.

The proposal could possibly be funded as vocational classroom training, when such training is solicited or selected by WIA registrants, provided that it is listed on the State's Eliqible Training Provider List (ETPL) as required by WIA.

The Board may wish to fund this program because it does not violate the spirit of the Act's vision for training. In clear agreement with the Act, the program addresses a need for skills upgrade training that has been identified by one of the city's leading industries. The Act intends public funds for customized training to leverage at least half the cost of training. The Act specifies that employers should cover this cost because employers have an obvious interest in customized training and are thus the most likely source of these matching funds. However, it seems illogical that the Act would intentionally exclude another private entity, such as a foundation, from providing these matching funds, to leverage and magnify the impact of public investment in employer-driven training.

RECOMMENDATION

WIA Customized Training funds are not a good resource for this design, and the current Customized Training process has proven too resource demanding for employers to deal with and for the PIC to administer. Either it is redesigned for more simplified and efficient implementation, or additional staff resources are needed for the technical coordination and evaluation it requires.

Staff recommends that the SFWorks/JVS program be funded as requested, but that future Customized Training be redesigned by the PIC such that —

- industries and/or occupations are better targeted for public investment
- marketing and promotion be provided by the One Stop Workforce Solutions staff
- · implementation be simplified, for both employers and the PIC
- an employer or group of employers be required sponsor and proposal signator
- an employer-provided match be required, as specified in the Act
- all post-program evaluation data be reported by the selected training provider
- the self-sufficiency wage cap be simplified for employers or eliminated

If you have any questions prior to the meeting, please contact me at (415) 923-4465 or Magdalena Campos at (415) 401-4915.

Sep. 15, 2005



August 18, 2005

Workforce Investment San Francisco c/o Private Industry Council 745 Franklin Street, Ste 200 San Francisco, CA 94102

RE: Legal STAR Application for Customized Training Funds

Dear Committee and Board Members:

I am writing to provide you with context for the attached application for customized training funds to support the Legal STAR career advancement program. Although Legal STAR has now received Customized Training resources twice, it remains a somewhat unusual applicant for because it has not been developed in response to a specific employer's need to train one or more employees or potential hires. Rather, Legal STAR has been developed to serve as a long-term solution to two related problems:

- Legal employers (law firms; corporate legal departments; and outsourcing firms) that
 require a supply of skilled labor but don't have resources in-house to develop their own
 support staff for advancement.
- · Entry-level legal support staff lacking access to the skills training they need to advance.

The legal profession has long offered – even required participation in – continuing education classes for attorneys. The Association of Legal Administrators provides ongoing education for senior administrators. Focus groups with both management and entry-level personnel, however, have indicated that support staff at law firms also need regular skills-upgrade training. Legal STAR is an effort to meet the needs of both the law firms and the employees by extending legal-specific training to entry-level administrative employees.

Developed over a two year period by Jewish Vocational Service, the Volunteer Legal Services Program of the Bar Association, Urban University and San Francisco Works, Legal STAR stands for "Skills Training and Advancement Resources." Legal STAR builds upon the success of the Legal Employment Action Program (LEAP), a pre-employment training program initiated by the same partners and funded, in part, by welfare-to-work dollars for the last several years

With a track record of three cycles serving 13 law firms and one corporate legal department, Legal STAR has become a valued resource for the legal community. In July 2005, Legal STAR's third training cycle graduated nine participants, four of which were supported by Customized Training funds. Seven individuals completed a training cycle in July 2004. The participation of four of these graduates was subsidized by Customized Training funds. Since graduation a year ago, all have increased their income. Four have enrolled in ongoing education. Three have received promotions.

Recognizing that supervisors and the quality of supervision are key factors affecting the likelihood of entry-level workers securing advancement, the Legal STAR partners developed and piloted a complementary training program for supervisors. Over the course of the 12-hour

program participating supervisors acquire the skills and tools needed to "coach" their entry-level employees and support their career development. Five law firms participated in the pilot of this innovative new program.

Legal STAR's fourth cycle of training will run from September 15th through December 15th, 2005 and will provide trainees with 60 hours of instruction, focused on business communication, workplace skills, and career development. Participating employees will also attend workshops on personal finance, networking, and legal career paths as well as individualized career counseling sessions. Although, the Legal STAR partners are still recruiting for the upcoming training cycle, we are anticipating referrals from 5 law firms, several of which will be participating for the first time.

Philanthropic support for Legal STAR from the Charles Stewart Mott Foundation and the Walter and Elise Haas Fund makes it possible for the partners to build direct employer investment in Legal STAR over time as the program's reputation grows. Employers will directly contribute:

- 25 50 hours of paid leave time;
- \$300 tuition:
- the direct supervisor's participation in a career advancement session with the employee and a career counselor.

Supervisors will also provide regular feedback about the program through interviews and surveys. This information will be used to evaluate Legal STAR and to refine the program for future training cycles.

The Legal STAR program is consistent with the Customized Training Policy approved by Workforce Investment San Francisco and requiring that 50% of program costs be privately funded. This policy explicitly permits philanthropic funding as a substitute for, or to fill gaps in, direct employer support.

Please note that in addition to implementing career advancement and supervisory training, the Legal STAR partners share the additional goals of increasing employers' financial commitment, securing long-term sustainable funding (a consultant is currently doing economic modeling to support development of a sustainability plan), institutionalizing Legal STAR within the Bar Association and developing options for an additional tier of training. By supporting the training costs of Legal STAR, the Workforce Investment Board will be contributing to the achievement of these goals and toward the development of a national model for sector-based career advancement programming.

Thank you in advance for your support.

Sincerely,

Theresa Feeley Executive Director



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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CUSTOMIZED TRAINING PROPOSAL

I. EMPLOYER INFORMATION (To be completed by Employer):

	Company:	San Francisco Works/SF Cl	namber of Commerce	Telephone #: 415/217-5183			
	Address: 235 Montgomery Street, 12 th Floor		Training Site Address (If Different):				
		San Francisco, CA 94104		JVS, 225 Bush Street, 4th Floor			
				San Francisco, CA 94104			
	Name & Tit	tle of Contact Person:	Terri Feeley, Executiv	e Director			
Individual(s) Authorized to Sign Invoices: Terri Feeley, Executive Director							
	Number of	full-time employees: 5.5		_ Incorporated: YES[X] NO[]			
II.		PROVIDER INFORMATION (
	Organization	n: Jewish Vocational Service	Te	elephone #: 415/391-3600			
	Address: 22	25 Bush Street, 4th Floor, San	Francisco, CA 94104				
	Name & Titl	e of Contact Person: Jim Torr	ens, Director of Training	g			
	Federal Emp	ployer Identification Number:	94-2213100				
State Identification Number: 226-9735-6							
Workers' Compensation Policy Carrier: State Compensation Insurance Fund							
Workers' Compensation Policy No.: 1722387-05 Expiration Date: January 1, 2006							
				e) N/A			
			-,	-, <u> </u>			
III.	INSTRUCTO	OR'S QUALIFICATION (To b	e completed by Traini	'ng Provider):			
				· /			
				ement, Tracey Weaver - Business ess Communications II: Grammar &			
				and McGrath Coaching & Consulting.			
	Years of Relevant Experience: Please see instructor resumes, attached.						
	rears or Rea	evant Experience: Please see	mstructor resumes, att	acried.			
				s, please attach a copy)? Please see			
	attached res	umes for credentials. Tracey	vveaver is BPPVE certi	ilea.			
	References:	Please attach at least two clie	ents for which comparate	ole training was performed by you.			

TRAINING PROGRAM DATA (To be completed by Employer and Training Provider): (use an IV.

A	В	С	D
Trainee Name (For Current Employee)	Participant(s) Job Title (For Current Employee)	Pre- Training Wage	Post Training Title
Client recruitment in progress	Clients will likely represent a range of job titles including the following:	\$12 -15/per hour	Titles may not reflect additional responsibilities and/or raises
	Office Services Clerk		Office Services Assistant
	Records/File/Case Clerk		Records/File/Case Coordinator
	Receptionist (back-up)		Receptionist (lead)
	Administrative/Clerical Assistant		Administrative Assistant II
	Library Clerk		Calendar/Docket Clerk
	Technology Clerk		Legal Assistant

(a)	Recruiment:	
	Do you need help in the recruitment of trainees? NO	
	If so, how many trainees do you need to recruit? 6 PIC eligible (10 –12 total)	

(b) Qualification:

Do you have an employee minimum qualification skill set? This would be a set of expected employee skills such as literacy and fluency in English, appropriate grooming skills, and the like. X Yes (see Training Program Data, attached)

□No

Would you like PIC to provide one for you?

□Yes

X No

V. TRAINING COST (To be completed by Training Provider):

Complete and attach forms CTP 100 and CTP 222, as this will constitute your PIC invoice upon acceptance of proposal.

	Cost
A. INSTRUCTIONAL COST	\$8,350
B. TRAINING MATERIALS	\$1,650
C. TRAINING FEES	0
TOTAL	\$10,000

completea b	y Employer)
Concurr	ence Given By: N/A NAME OF UNION REPRESENTATIVE
Title:	Date:
riue	
VII. TRAININ	IG OUTLINE (to be completed by Employer and Training Provider)
OES JOB TIT	'LE: OES #:
	[If you do not know the OES data, leave blank and we will fill it in for you]
EMPLOYER'	S TITLE FOR THIS JOB: See titles listed under Section IV. D
Include a det training requ	leted By the Training Provider lailed outline of training to be provided, tasks to be learned, and approximate hours of ired for each task. (Use an attached sheet if necessary.) attached course schedule and outline.
Provide a the sheet if nece	leted By the Employer orough description of the job skills for which training is being requested. (Use an attach ssary.) to Section IV, Training Program Data, and attachment.

	o Be Completed by the Employer I How would you define successful completion of training program? Please be specific, as this definition will be used to evaluate success of training program and the participants' suitability for post training placement/ advancement. (Use an attached sheet if necessary.)					
	Please see attachment entitled, "To Be Completed by the Employer."					
(2)	Do you have an assessment tool to assess trainee's skills attainment?	X Yes No If yes, please attach.				
	Please see attachment entitled, "To Be Completed by the Employer."					
(3)	Please detail the number and type of positions that you plan to open, or the	number of amployees				
(3)	and type of positions that you plan to advance upon successful completion attached sheet if necessary.)	of the training. (Use an				
	Please see attachment entitled, "To Be Completed by the Employer."					

IV. TRAINING PROGRAM DATA

(b) Oualification:

The following refers to the employee minimum skill set for this course. This information was complied from individual interviews with seven law firm supervisors who sent employees for training in the Legal STAR Pilot course in March 2003. This report was researched and written by Nancy J. Siegel of Siegel Management Strategies for SFWorks.

Skills Required for Promotions and Salary Increases: The larger firms have opportunities for promotions and lateral moves to other departments. The smaller firms, or smaller branch offices of larger firms, do not have those same opportunities very often. Salary increases are usually awarded annually and are based on job performance and market — and are usually within a range fixed by management. Occasionally, an additional upwards adjustment will be made to an employee's salary at that time if it is determined that the employee has taken on new responsibilities, even if there has been no promotion. Off-cycle salary increases are not usual except in the case of a promotion to a different position that commands a higher salary.

The employers consistently mentioned the following skills and attributes as the most important criteria for higher salary increases and/or promotions:

- <u>Doing well in the current position</u> fully meeting or exceeding the requirements of the
 position. Understanding and mastering the technical aspects of their jobs. A consistent
 job performance.
- 2. <u>Communication skills</u>. This includes speaking in a professional tone and manner, using "business English" in the workplace, and using correct grammar when speaking and writing (e.g. e-mails). Several employers mentioned that their employees needed to learn how to more appropriately respond to requests and how to respond to and learn from constructive criticism from their supervisors. Poor communication skills will undermine even an otherwise effective employee.
- Professionalism. Some of this overlaps with communication, but what this meant to most of the employers is:
 - understanding the corporate law firm environment and demonstrating a demeanor appropriate to this environment.
 - b. Punctuality and good attendance.
 - c. Socializing during breaks, not during working hours.
 - d. Dressing appropriately and professionally (e.g. not mistaking "casual" for "grubby").

- Not bringing personal problems to work (e.g. not talking loudly on the phone on personal calls at work; understanding the appropriate boundaries when discussing personal issues with co-workers).
- f. Initiative and follow-through doing what needs to be done to get the job done. Making an effort to understand the resources that are available in the firm and not always asking the supervisor for the same directions over and over again – more self reliance.
- g. Working well with co-workers and knowing how to resolve differences.
- h. Self-confidence. Several employers mentioned that a lack of self-confidence often undermines the employee's ability to seek new responsibilities, to ask appropriate questions, or to believe that he/she can advance.

To Be Completed by the Employer

(1) How would you define successful completion of the training program? Please be specific, as this definition will be used to evaluate success of training program and the participant's suitability for post-training placement/advancement. (Use an attached sheet if necessary).

Successful completion of the program will be defined as:

- · Participation in 80% of class activities
- Demonstration of having achieved the following core outcomes:
 - Familiarity with administrative structure of law firms
 - Appreciation for the importance of customer service (internal and external to the firm)
 - Knowledge of career opportunities within legal services
 - Ability to research careers
 - · Assessment of personal career values and orientations
 - Identification of strengths and weaknesses in the workplace
 - Greater understanding of how to communicate effectively in the law firm setting
 - Increased attention to grammar
 - . Tone and sentence structure appropriate for a professional setting
 - Understanding of employer-sponsored savings tools (e.g., 401k plans)
 - Created financial goals
 - · Ability to communicate professional accomplishments and skills
 - · Knowledge of career pathways and prerequisites for advancement
 - An assessment of their personal career goals relative to their skills
 - · A plan for personal career development
 - · Awareness of resources
 - Ability to network with other professionals
 - . Improve the quality of their written communications
 - Demonstrate improvements in their grammar and punctuation
 - · Apply more professional e-mail style and etiquette
 - Use spell-checking and vocabulary building tools

(2) Do you have an assessment tool to assess trainees' skills attainment?

Yes, we will assess trainees' skills attainment and knowledge growth for each module. Individualized assessment tools will be developed by program staff and instructors. For business communications these assessments will be objective (see attached pre-post test). However, for the other components of the course, active and engaged participation (as subjectively assessed by the instructor and program staff) will demonstrate progress. All participants will be expected to have developed a personalized carer advancement plan by the conclusion of the course. Additionally, a survey administered to participating employers upon completion of the course will measure the practical application of course material in the workplace.

(3) Please detail the number and type of positions that you plan to open, or the number of employees and type of positions that you plan to advance upon successful completion of the training. (Use an attached sheet if necessary.)

Legal STAR will upgrade the skills of legal services employees working in Tier 1 entry-level positions and prepare them for advancement to Tier 2 entry-level positions. These categories are summarized below (please note that job titles vary across firms).

Tier 1	Tier 2
Entry level Requires minimal prior training or job experience Requires direct supervision Examples of job titles include:	Entry level Requires some prior training and job experience Requires direct or general supervision Examples of job titles include: Records Clerk/File Clerk (experienced) Office Services Assistant (additional: ordering supplies) Case Clerk/Case Assistant Receptionist Accounting Clerk Technology Clerk Calendar/Docket Clerk

Advancement among these tiers may not always equate to a change in job title but, rather, a change in job description that includes the assumption of additional responsibilities and a wage increase. At some large firms, such advancement is codified as a change in level, such as Office Services Clerk 1, Office Services Clerk 2. Of they may use different titles such Office Services Clerk, Office Services Clerk 3. Or they may use different titles such Office Services Clerk, Office

Because advancement at this entry-level is based on the ability of workers to assume new responsibilities, it is difficult for firms to project the numbers of individuals who will advance during any given period of time. That said, macro-labor market data indicates that, despite a still generally sluggish local economy, there will be continued growth in the types of administrative support positions for individuals with limited or no post-secondary education that Legal STAR is targeting.

According to a 1999 report by the Urban Institute at San Francisco State University, the industrial sector with the greatest growth projections in San Francisco is "Services for Business." Over 58% of all new jobs will be within that sector. Within that sector, the largest occupational category is administrative support. Almost a quarter of the new jobs projected within this category are expected to go to individuals with a high school education or less. The California Employment Development Department's labor market projections for San Francisco for 2001 thu 2008 reinforce the Urban Institute's projections for growth among the type of administrative support positions targeted by the Legal STAR program:

Office Clerk, General	2,500	Short-term OJT
Exec. Secretaries & Administrative Assistants	1,620	Moderate-term OJT
Bookkeeping, Accounting & Auditing Clerks	950	Moderate-term OJT
Receptionists & Information Clerks	950	Short-term OJT
File Clerks	400 (separations)	Short-term OJT
Paralegals and Legal Assistants	160	AA Degree



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

creating employment opportunities

MEMORANDUM

TO: BOARD OF DIRECTORS

DATE: SEPTEMBER 15, 2005

FROM:

WES DIXON, INTERIM PRESIDEN

SUBJECT: UPDATE ON CORPORATE SOLVENCY (AGENDA ITEM 8)

Enclosed is a schedule of the Budgeted PIC Revenue & Expenditures for the Program Year 2004 and 2005 that displays the PIC's current financial status compared to last year.

The schedule also displays three budgets for PY 05-06 at different times: The first budget (Column A) was presented to the Executive Committee of the Workforce Investment Board in June showing a deficit of more than \$900,000.

Column B shows a balanced budget, created by

- 1. Eliminating PIC's 6% retirement contribution for the Program Year
- 2. Closing the office for a week in December
- 3. Eliminating merit increases and cost of living adjustments
- 4. Laying off ten positions effective August 31, 2005

Column C shows the current budget for PY 05-06 with a small deficit of \$6,151

The PIC will continue to monitor its revenue and expense, and update you on a periodic basis. If you have questions prior to your meeting on September 22, please call Adrian Trujillo at (415) 923-4263.



				Column (A)	Column (B)	Column (C)
Total Grant Awards			T	PY 05-06 as Reported on		
		Budget		6/15/05	7/21/05	Current
WIA Formula	\$	7,420,725		7,168,302	\$ 7,168,302	\$8,218,302
WIA 15%/25%		884,998		1,296,248	1,264,577	1,264,577
Youth Opportunity Grant		3,665,278	L	300,000	203,414	203,414
CalWORKs/PAES		2,058,483	L	2,058,483	2,058,483	2,058,483
SFITC		1,336,488		0	0	0
Homeless Employment Collaborative		1,149,994	L	1,149,994	1,149,994	1,149,994
Redevelopment Agency - Consortium		1,031,714	L	1,062,666	1,062,666	1,062,666
First Source		741,886	L	200,000	200,000	200,000
HOPE House		624,000	L	544,658	544,658	544,658
Refugee		875,265	L	572,071	572,071	572,071
Mayor's Office of Community Development	L	70,000	L	70,000	70,000	70,000
Other		148,167	L	73,167	73,167	73,167
TOTAL GRANT AWARDS	\$	20,006,998	Ŀ	14,495,588	\$14,367,331	\$15,417,331
REVENUE for PIC OVERHEAD			Γ			
WIA Formula	\$	2,443,538	\$	2,072,545	\$ 2,080,420	\$2,127,424
NIA 15%/25%		390,688		424,042	470,472	470,472
Youth Opportunity Grant		3,200,000		255,447	153,414	153,414
CalWORKs/PAES		619,929		660,864	679,168	611,640
SFITC		313,345		0	0	0
Homeless Employment Collaborative		246,732		246,732	246,732	246,732
Redevelopment Agency - Consortium		49,129		50,603	50,603	50,603
First Source		103,838		51,202	51,202	51,202
HOPE House		229,698		229,698	229,698	229,698
Refugee		75,482		71,708	7 1,708	42,926
Mayor's Office of Community Development		66,890		68,000	68,000	68,000
Other		15,969		153,038	153.038	153,209
TOTAL PIC REVENUE	\$	7,755,238	\$	4,283,878	\$ 4,254,455	\$ 4,205,321
	\$		\$			
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES	\$		F		\$ 4,254,455	
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS		7,755,238 6,995,238 \$30,000	F	4,283,878 4,639,594 \$30,000	\$ 4,254,455 \$ 3,752,056 \$20,000	\$ 4,205,321 \$ 3,709,073 20,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES		7,755,238 6,995,238 \$30,000 90,000	F	\$ 4,283,878 \$ 4,639,594 \$30,000 45,000	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS EGAL FEES MPLOYMENT & TRAINING FEES		6,995,238 \$30,000 90,000 10,000	F	\$ 4,639,594 \$30,000 45,000 10,000	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES COUPMENT/PURCHASES/REPAIRS/RENTALS		7,755,238 6,995,238 \$30,000 90,000 10,000 60,000	F	\$ 4,283,878 \$ 4,639,594 \$30,000 45,000 10,000 40,000	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS EGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE		7,755,238 6,995,238 \$30,000 90,000 10,000 60,000 30,000	F	\$ 4,639,594 \$30,000 45,000 10,000 40,000 26,000	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES MPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES		6,995,238 \$30,000 90,000 10,000 60,000 30,000 100,000	F	\$4,639,594 \$30,000 45,000 10,000 26,000 60,000	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 50,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 50,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES COUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT		6,995,238 \$30,000 90,000 10,000 60,000 30,000 100,000 210,000	F	\$4,639,594 \$30,000 45,000 10,000 40,000 60,000 171,060	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 171,649	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 50,000 171,649
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES IMPLOYMENT & TRAINING FEES COUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT IRAINING		6,995,238 \$30,000 90,000 10,000 60,000 30,000 100,000 210,000 25,000	F	\$4,639,594 \$30,000 45,000 10,000 40,000 26,000 171,060 25,000	\$ 3,752,056 \$20,000 45,000 10,000 26,000 50,000 171,649	\$ 3,709,073 20,000 45,000 10,000 26,000 50,000 171,649 15,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES MPLOYMENT & TRAINING FEES COUPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT TRAINING TRAINING TRAVEL & CONFERENCE		7,755,238 6,995,238 \$30,000 90,000 10,000 60,000 100,000 210,000 25,000 25,000	F	\$4,639,594 \$30,000 45,000 10,000 26,000 60,000 171,060 25,000 25,000	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 50,000 171,649 15,000 19,250	\$ 3,709,073 20,000 45,000 10,000 40,000 26,000 50,000 171,649 15,000 19,250
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES COUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE WATERIAL & SUPPLIES RENT TRAINING TRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS		7,755,238 6,995,238 \$30,000 90,000 10,000 30,000 100,000 210,000 25,000 25,000 1,500	F	\$ 4,639,594 \$30,000 45,000 40,000 26,000 171,060 25,000 25,000 1,500	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 40,000 26,000 171,649 15,000 19,250 2,000	\$ 3,709,073 20,000 45,000 40,000 26,000 171,649 15,000 19,250 2,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES MAPLOYMENT & TRAINING FEES COUPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT TRAINING TRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE		7,755,238 6,995,238 \$30,000 90,000 10,000 60,000 30,000 100,000 210,000 25,000 25,000 1,500 2,500	F	\$ 4,639,594 \$30,000 45,000 40,000 26,000 60,000 171,080 25,000 25,000 2,500 2,500	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 26,000 50,000 171,649 15,000 19,250 2,000 2,500	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 26,000 50,000 171,649 15,000 19,250 2,000 2,500
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS EGAL FEES SUPPLIED TO THE TOTAL S RENT TRAINING TRAINING TRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISSELLANEOUS		7,755,238 6,995,238 \$30,000 90,000 10,000 30,000 100,000 210,000 25,000 1,500 2,500 8,000	F	\$ 4,639,594 \$30,000 45,000 10,000 40,000 60,000 171,060 25,000 25,000 25,000 2,500 8,000	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 26,000 171,649 15,000 19,250 2,000 2,500 10,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 26,000 171,649 15,000 19,250 2,000 2,500 10,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS EGAL FEES MEMPLOYMENT & TRAINING FEES SOUPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT IRAINING IR		7,755,238 6,995,238 \$30,000 90,000 10,000 60,000 100,000 210,000 25,000 25,000 2,500 8,000 1,500 2,500 1,50	F	\$4,639,594 \$30,000 45,000 10,000 60,000 25,000 25,000 25,000 2,500 8,000 8,000	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 26,000 50,000 171,649 15,000 19,250 2,000 2,500 10,000 12,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 50,000 171,649 15,000 19,250 2,000 2,500 10,000 12,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES TRAINING TRAINING TRAINING TRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS TEPRODUCTION MOVING & STORAGE		7,755,238 6,995,238 \$30,000 90,000 10,000 30,000 210,000 25,000 1,500 2,500 1,500 3,000 3,000 3,500 3,500 3,500	F	\$30,000 \$30,000 \$4,609,594 \$30,000 \$45,000 \$40,000 \$60,000 \$171,060 \$25,000 \$1,500 \$25,000 \$1,500 \$1	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 12,000 12,000 5,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 12,000 12,000 12,000 5,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS .EGAL FEES EMPLOYMENT & TRAINING FEES GUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT RAINING		7,755,238 \$30,000 90,000 10,000 30,000 100,000 25,000 1,500 2,500 1,500 30,000 30,000 1,500 30,000 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500 1,500	F	\$4,639,594 \$30,000 \$5,000 \$1,000 \$4,000 \$1,000 \$2,000 \$2,000 \$1,500 \$2,500 \$2,500 \$1,5	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 26,000 50,000 171,649 15,000 2,500 2,500 10,000 12,000 12,000 5,000 12,000 16,500	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 26,000 50,000 171,649 15,000 2,500 2,500 10,000 12,000 12,000 5,000 12,000 16,500
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS EGAL FEES MEMPLOYMENT & TRAINING FEES SOUPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT RRAINING IRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS ESPRODUCTION MOVING & STORAGE UDITING SERVICES [ELEPHONE/INTERNET		7,755,238 6,995,238 \$30,000 90,000 10,000 30,000 210,000 25,000 1,500 1,500 3,500 1,500 1,500 1,500 1,500 5,500 1,500 1,500 5,500 1,500 5,500 1,500 5,500	F	\$4,639,594 \$30,000 \$45,000 10,000 \$40,000 \$40,000 \$25,000 \$25,000 \$15,	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 12,000 5,000 12,000 12,000 15,000 16,500 25,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,0
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS EGAL FEES SUPLOYMENT & TRAINING FEES COUPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT RAINING RRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS REPRODUCTION MOVING & STORAGE AUDITING SERVICES ELEPHONE/INTERNET POSTAGE		7,755,238 \$30,000 90,000 10,000 60,000 30,000 210,000 25,000 1,500 2,500 13,000 13,000 13,000 11,000 52,500 11,000 52,500	F	\$4,639,594 \$30,000 \$5,000 \$1,000 \$1,000 \$1,000 \$2,000 \$1,100 \$2,000 \$1,500 \$2,500 \$1,500 \$2,500 \$1,5	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 26,000 171,649 15,000 2,500 2,500 10,000 12,000 15,000 16,500 25,000 16,500 25,000 16,500 25,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 26,000 171,649 15,000 2,500 2,500 12,000 12,000 15,000 16,500 25,000 16,500 25,000 15,000
TOTAL PIC REVENUE PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES MEMPLOYMENT & TRAINING FEES SOUPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT IRRAINING IRAINING IRAINING PASSEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS EXPRODUCTION MOVING & STORAGE AUDITING SERVICES ELEPHONE/INTERNET OOARD EXPENSE		7,755,238 6,995,238 \$30,000 90,000 10,000 60,000 210,000 25,000 25,000 2,500 3,000 1,500 2,500 1,500 2,500 1,100 3,500 1,100 52,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500	F	\$4,639,594 \$30,000 45,000 10,000 60,000 171,060 25,000 25,000 1,500 2,500 2,500 1,500 2,500 1,500 2,500 2,500 2,500 2,500 1,500 2,500 1,500 2,500 1,500 2,500 1,50	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,500 10,000 2,500 12,000 50,000 12,000 50,000 15,000 16,500 25,000 16,500 50,000 16,500 50,000 16,500 50,0	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 171,649 15,000 2,500 10,000 2,500 10,000 2,500 10,000 2,500 10,000 11,000 2,500 10,000 11,000
PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES SEMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT TRAINING RAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS REPRODUCTION MOVING & STORAGE MUDTING SERVICES TELEPHONE/INTERNET POSTAGE POSTAG		7,755,238 6,995,238 \$30,000 90,000 10,000 20,000 210,000 25,000 1,500 2,500 1,500 3,500 11,000 35,500 11,000 25,000 11,000 25,000 11,000 11,000 11,000 11,000 11,000 11,000 11,000	F	\$4,639,594 \$30,000 45,000 10,000 25,000 25,000 25,000 1,500 25,000 1,500 25,000 1,500 25,000 1,500 25,000 1,500 25,000 1,500 25,000 1,500 25,000 1,500 12,50	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 12,000 15,000 16,500 25,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 12,500 16,500 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 12,500
PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT FRAINING FRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS REPRODUCTION MOVING & STORAGE AUDITING SERVICES FILEPHONE/INTERNET POSTAGE P		7,755,238 6,995,238 \$30,000 90,000 10,000 60,000 210,000 25,000 25,000 2,500 3,000 1,500 2,500 1,500 2,500 1,100 3,500 1,100 52,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500 2,500	F	\$4,639,594 \$30,000 45,000 10,000 60,000 171,060 25,000 25,000 1,500 2,500 2,500 1,500 2,500 1,500 2,500 2,500 2,500 2,500 1,500 2,500 1,500 2,500 1,500 2,500 1,50	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,500 10,000 2,500 12,000 50,000 12,000 50,000 15,000 16,500 25,000 16,500 50,000 16,500 50,000 16,500 50,0	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 171,649 15,000 2,500 10,000 2,500 10,000 2,500 10,000 2,500 10,000 11,000 2,500 10,000 11,000
PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS EGAL FEES MPLOYMENT & TRAINING FEES COUPMENT PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT RAINING RAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS REPRODUCTION MOVING & STORAGE AUDITING SERVICES FILEPHONE/INTERNET OSTAGE JOARD EXPENSE PAYROLL & BANK SERVICE CHARGE PFICE OVERHEAD COST TOTAL OVERHEAD EXPENSES		7,755,238 6,995,238 \$30,000 90,000 10,000 60,000 210,000 25,000 1,500 1,500 1,500 1,500 1,500 2,500 1,500	\$	\$4,639,594 \$30,000 \$45,000 10,000 \$40,000 \$25,000 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$1,500 \$25,000 \$25,000 \$25,000 \$1,500 \$25,000 \$	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 12,000 15,000 16,500 25,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 12,000 15,000 16,500 16,500 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 12,500 12,500
PIC OVERHEAD EXPENSES PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS NSURANCE MATERIAL & SUPPLIES RENT FRAINING FRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS REPRODUCTION MOVING & STORAGE AUDITING SERVICES FILEPHONE/INTERNET POSTAGE P	\$	7,755,238 6,995,238 \$30,000 90,000 10,000 20,000 210,000 25,000 1,500 2,500 1,500 3,500 11,000 35,500 11,000 25,000 11,000 25,000 11,000 11,000 11,000 11,000 11,000 11,000 11,000	\$	\$4,639,594 \$30,000 \$45,000 \$10,000 \$10,000 \$10,000 \$171,060 \$25,000 \$25,000 \$13,000 \$15,500 \$1	\$ 4,254,455 \$ 3,752,056 \$20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 12,500 10,500 15,000 15,000 15,000 15,000 15,000 15,000 15,000 15,000 10,500 50,000 10,500 50,000 10,500 50,000 10,500 50,000 10,500 50,000 10,500 50,000 10,500 50,000 50,000 50,000 50,000 50,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,000 10,000 50,	\$ 4,205,321 \$ 3,709,073 20,000 45,000 10,000 40,000 26,000 171,649 15,000 19,250 2,000 10,000 16,500 16,500 16,500 15,000 15,000 12,500 12,500 500,399





PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

creating employment opportunities

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NOTICE OF A PUBLIC MEETING OF THE

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Friday, October 28, 2005

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College Auditorium

33 Gough Street San Francisco, CA 94103

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163 E-mail: sot(@sfqov.org

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

If you require special accommodation due to a disability, please call Cynthia Vasquez at 415-923-4464 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Friday, October 21, 2005

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, OCTOBER 28, 2005

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from the September 22, 2005 meeting (Action Item)*
- Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - Instructions to designated representatives regarding matter within the scope of labor negotiations
 - b Personnel Issues
- 4. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 5. PIC Retirement (Action Item)*
- 6. Presentation: Workforce Investment Act: Part I of III
 - Dislocated Workers Formula Program
 - Rapid Response
 - San Francisco Tax Credit
- 7. President's Report (Discussion Item)
- 8. Public Testimony on Non-Agenda Items (Discussion Item)
- 9. Future Agenda Items (Discussion Item)
- 10. Adjournment (Action Item)

10/21/05

^{*}Information enclosed



MEMORANDUM

onnortunities

TO: PIC BOARD OF DIRECTORS

DATE: OCTOBER 21, 2005

FROM: WES DIXON 15

INTERIM PRESIDENT

SUBJECT: PIC RETIREMENT PLAN (AGENDA ITEM #5)

The PIC Retirement Plan is a 403(b) defined contribution annuity plan that became effective on February 1, 1995. PIC employees become participants of the plan after they have completed two years of service and have attained age 21. In plan year 2005, the PIC contributed an amount equal to 6% of the participant's salary from January 1, 2005 – June 30, 2005 and a 0% contribution for the remainder of the calendar year.

Due to the budget shortfall the PIC is facing in the fiscal year 2005/2006, I am recommending that the Board continue a 0% employer contribution to the plan. The 403(b) Retirement Plan will remain in effect for staff to contribute to their own retirement accounts for the calendar year 2006. If the PIC is able to make an employer contribution during the 2006 calendar year, this Resolution will be revised and brought back to the PIC Board of Directors for approval.

If you have any questions contact Nolitha LeDay at 415-923-4268.

Attachment

cc: PIC staff





PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING/RETREAT OF THE BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

Date: Thursday, November 17, 2005

Time: 9:00 a.m. - 3:30 p.m.

Location: 275 Battery Street

26th Floor, Conference Room San Francisco, CA 94111 DOCUMENTS DEPT.

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Telephone: 415-554-7724 Fax: 415-554-5163 E-mail: sotf@sfgov.org

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OTHER ACCOMMODATIONS

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17/05

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Issued: Friday, November 10, 2005

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

THURSDAY, NOVEMBER 17, 2005

- 1. Adoption of the Retreat Agenda (Action Item)
- 2. Public testimony on agenda items (Discussion Item)
- 3. Adoption of minutes from the October 28, 2005 meeting (Action Item)*
- Vision and Mission of the Board of Directors of the Private Industry Council of San Francisco, Inc. (PIC) (Discussion Item)
 - National and State Level context. Who is our customer?
 - Environmental scan. What's the end goal?
 - Current Reality. What are PIC's strengths and weaknesses?
- Relationship between PIC and Workforce Investment San Francisco Board (Discussion)
- 6. Lunch (BREAK)
- 7. Vision and Mission of the Board of Directors of PIC, Inc. continued (Discussion)

2

- Goals and Commitments. What will we commit to doing in the next year?
- Moving to action. How can we accomplish commitments?
- 8. Public Testimony on Non-Agenda Items (Discussion Item)
- 9. Future Agenda Items (Discussion Item)
- 10. Adjournment (Action Item)

*Information to follow

11/10/05



PRIVATE INDUSTRY COUNCIL

of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING/RETREAT OF THE BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

Date: Friday, January 27, 2006

Time: 9:00 a.m. - 11:00 p.m.

Location: City College of San Francisco

Community College

33 Gough Street

San Francisco, CA 94103

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Issued: Friday, January 20, 2006

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, JANUARY 27, 2006

- 1. Adoption of the Agenda (Action Item)
- 2. Public testimony on agenda items (Discussion Item)
- 3. Report from November 17, 2005 Retreat (Discussion Item)*
- 4. Status of Top Ten Board Objectives for 2005 (Discussion Item)*
- 5. CityBuild Academy Activities (Discussion Item)
- 6. Private Industry Council of San Francisco Solvency Report (Discussion Item)*
- 7. Chair's Report (Discussion Item)
- 8. President's Report (Discussion Item)
- 9. Public Testimony on Non-Agenda Items (Discussion Item)
- 10. Future Agenda Items (Discussion Item)
- 11. Adjournment (Action Item)

2 1/20/06

^{*}Information enclosed



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MEMORANDUM

TO:

PIC BOARD OF DIRECTORS

DATE: JAN 20, 2006

FROM:

WES DIXON, PRESIDENT

SUBJECT:

STATUS OF TOP TEN BOARD OBJECTIVES, 2005 (AGENDA ITEM 4)

	OBJECTIVE, JUN TO DEC 2005	Complete?	Status
1.	Provide Board with detailed review of PIC grants and activities. Review PY04-05 performance and outcomes	No	Intro to WIA Garment, Homeless, Refugee. Much more to review.
2.	Clarify decision-making areas. Which decisions are WIB decisions and which are PIC Board decisions?	No	Some progress.
3.	Clarify communications channels with MOEWD and WIB. How will PIC provide input into Strategic Plan development process?	No	Some progress.
4.	Determine Board Committee structure, if any. At most an audit committee to meet twice yearly?	No	Audit Committee will be needed by March 31. Will discuss at Feb meeting.
5.	Revisit freeze on Retirement contributions, other compensation matters. Provide updated financial information and determine priorities.	No	Revisited at nearly every meeting. Strict cost reduction measures remain in place.
6.	Determine fate of Refugee program. Have resources fallen to the failure point?	Yes	Moved to HSA-PIC staffs for resolution. Resolved.
7.	Familiarize Board with public meeting rules. Review Conflict of Interest, Sunshine requirements	No	Not complete.
8.	Review San Francisco One Stop system and centers. What is role of PIC, Inc. as One Stop system administrator?	No	No site visit scheduled. Board discussion should include background info.
9.	Recruit, select, and hire PIC President. Determine process, Board members to participate.	Yes	Completed at Board Meeting on October 28, 2005.
10.	File amended Articles of Incorporation. Sign MOU with City Attorney for legal services.	Yes	Filed. Awaiting final response from California Secretary of State.





creating employment

MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: JANUARY 20, 2006

EPOM: ADDIAN TRILIII I O

FROM: ADRIAN TRUJILLO, CHIEF FINANCIAL OFFICER

SUBJECT: UPDATE ON PIC'S BUDGET

The enclosed schedule displays the PIC's financial status. As of December 31, 2005 the spending of our corporate budget ("PIC Admin Expenses") is at 50%, which is appropriate for this time of the year.

I will be present at your meeting on January 27th to discuss the other numbers on the schedule and options regarding the budget for the remainder of this fiscal year.



Budgeted PIC Admin Revenue & Expenditures for the Program Years 2004 and 2005

Total Grant Awards	1	PY 04-05	П	PY 05-06
Total Grant Awards		Budget		Budget
WIA Formula	\$	7,420,725		\$8,218,302
WIA 15%/25%		884,998	1	1,264,577
Youth Opportunity Grant		3,665,278	Т	203,414
CalWORKs/PAES		2,058,483		2,058,483
SFITC		1,336,488	\vdash	0
Homeless Employment Collaborative	 	1,149,994	 	1,149,994
Redevelopment Agency - Consortium	 	1,031,714	1	1,062,666
First Source	┼	741,886	\vdash	1,002,000
HOPE House	 	624,000	\vdash	544,658
Refugee	┼	875,265	1	316,920
Mayor's Office of Community Development	1	70,000		010,020
Other	 	148,167	\vdash	248,847
TOTAL GRANT AWARDS	\$	20,006,998	\$	15,067,860
PIC Admin REVENUE	Π			
WIA Formula	s	2,443,538	┢	\$2,127,424
WIA 15%/25%	Ť	390.688	1	470,472
Youth Opportunity Grant	\vdash	3,200,000	\vdash	153,414
CalWORKs/PAES	-	619,929		611,640
SFITC	\vdash	313,345	\vdash	011,010
Homeless Employment Collaborative	-	246,732	\vdash	246,732
Redevelopment Agency - Consortium	-	49,129	-	50,603
First Source	-	103,838	\vdash	00,000
HOPE House	\vdash	229,698	-	229,698
Refugee		75,482	-	45,187
Mayor's Office of Community Development	-	66,890	Н	75,101
Other	_	15,969	╌	272,575
TOTAL PIC ADMIN REVENUE	s	7,755,238	s	4,207,746
	÷	1,100,200	_	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
			-	
PIC Admin EXPENSES				3,760,224
PIC Admin EXPENSES PERSONNEL COST	\$	6,995,238	\$	
PERSONNEL COST	\$		\$	20 000
PERSONNEL COST CONSULTANTS	\$	\$30,000	\$	20,000
PERSONNEL COST CONSULTANTS LEGAL FEES	\$	\$30,000 90,000	\$	45,000
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES	\$	\$30,000 90,000 10,000	\$	45,000 10,000
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS	\$	\$30,000 90,000 10,000 60,000	\$	45,000 10,000 40,000
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE	\$	\$30,000 90,000 10,000 60,000 30,000	\$	45,000 10,000 40,000 26,000
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE MATERIAL & SUPPLIES	\$	\$30,000 90,000 10,000 60,000 30,000 100,000	\$	45,000 10,000 40,000 26,000 50,000
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE MATERIAL & SUPPLIES RENT	\$	\$30,000 90,000 10,000 60,000 30,000 100,000 210,000	\$	45,000 10,000 40,000 26,000 50,000 171,649
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE MATERIAL & SUPPLIES RENT TRAINING	\$	\$30,000 90,000 10,000 60,000 30,000 100,000 210,000 25,000	\$	45,000 10,000 40,000 26,000 50,000 171,649 15,000
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE MATERIAL & SUPPLIES RENT TRAINING TRAVEL & CONFERENCE	\$	\$30,000 90,000 10,000 60,000 30,000 100,000 210,000 25,000 25,000	\$	45,000 10,000 40,000 26,000 50,000 171,649 15,000 19,250
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE MATERIAL & SUPPLIES RENT TRAINING TRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS	\$	\$30,000 90,000 10,000 60,000 30,000 100,000 210,000 25,000 25,000 1,500	\$	45,000 10,000 40,000 26,000 50,000 171,649 15,000 19,250 2,000
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE MATERIAL & SUPPLIES RENT TRAINING TRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE	\$	\$30,000 90,000 10,000 60,000 30,000 100,000 210,000 25,000 25,000 1,500 2,500	\$	45,000 10,000 40,000 26,000 50,000 171,649 15,000 19,250 2,000
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE MATERIAL & SUPPLIES RENT TRAINING TRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS	\$	\$30,000 90,000 10,000 60,000 30,000 210,000 25,000 25,000 1,500 2,500 8,000	\$	45,000 10,000 40,000 26,000 50,000 171,649 15,000 19,250 2,000 2,500
PERSONNEL COST CONSULTANTS LEGAL FEES EMPLOYMENT & TRAINING FEES EQUIPMENT/PURCHASES/REPAIRS/RENTALS INSURANCE MATERIAL & SUPPLIES RENT TRAINING TRAVEL & CONFERENCE PUBLICATIONS & SUBSCRIPTIONS ADVERTISING/PUBLIC NOTICE MISCELLANEOUS REPRODUCTION	\$	\$30,000 90,000 10,000 60,000 100,000 210,000 25,000 1,500 2,5000 8,000 13,000	\$	45,000 10,000 40,000 26,000 50,000 171,649 15,000 19,250 2,500 10,000 12,000
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GUARDIAN THE SAN FRANCISCO BAY GUARDIAN

Hiring local

City Build aims to train SF residents for jobs at publicly funded construction projects

By Kristina Peterson (klpete@gmail.com)

Back in 2004, when contractors working for the city of San Francisco started building Muni's Third Street light-rail line through Bayview-Hunters Point, the city's transportation authority asked the Board of Supervisors for money to fund a program to train local residents for jobs on the construction site.

That struck Greg Asay, an aide to Sup. Sophie Maxwell, as a bit odd. "We asked, why would Muni be responsible for job training? That's not their job."

The problem, as it turned out, was that job training for the massive public-works operation – and for other city-funded projects – wasn't really anyone's job. Each department was directing its own training programs; public money was going all over the city, with no coherent planning.

"There were just arrows all over the page," Asay says.

So Maxwell, who represents Bayview, Hunters Point, and Potrero Hill, began working on what would become City Build, a comprehensive job-training program aimed at giving local residents the skills they need to work on city-funded projects.

A collaboration between Maxwell and the Mayor's Office of Economic and Workforce Development, City Build is designed to make sure the hundreds of millions in taxpayer dollars that are going to rebuild the city's infrastructure also help unemployed San Franciscans get a paycheck.

City Build director Chris Iglesias describes the program's greatest asset as its ability to insist on specific employment practices on publicly funded projects. "We have the leverage of public money to create job opportunities," he says. "This is the public sector – we have influence here."

City Build operates on several levels. First, it tries to identify "job-ready" but unemployed city residents and direct them to openings on city construction projects like Muni's expansion and the Laguna Honda Hospital. Second, the program promotes and monitors hiring goals for contractors employed by the city.

In the past, a lot of contractors hired largely out-of-town labor for local projects. Now City Build pushes departments to demand that at least half of any contractor's new workers come from San Francisco.

City Build monitors their compliance through a Web-based payroll-reporting system, as well as staffers (a project and labor-tracking analyst and a client-tracking clerk).

Third, and potentially most important, is the creation of the City Build Academy, an on-site job training facility where, starting this month, free classes will be offered to prepare workers for local construction projects. Modeled after a successful program in Oakland called the Cypress-Mandela Training Center, the academy is located at City College's Evans Campus in the Bayview. Classes run between 14 and 16 weeks, and the Regional Council of Carpenters is providing unionized instructors.

The academy is still in the pilot phase; the first session starts later this month, with room for 75 people. If all goes well, supporters hope to see three more pilot sessions – and ultimately, an ongoing program that's a permanent addition to the city's repertoire of employment services.

Although classes are free, there are some strict entrance requirements. Applicants need a high school diploma or GED, must pass a drug test, and must have a driver's license by the time they finish the program. Unfortunately there's no stipend, so only those who can afford not to work during the day for as long as four months can participate. And since the classes are only offered in English, non-English-speaking residents won't make it through the first sessions.

However, Iglesias notes that the academy's City College location will be a boon. "We'll be able to identify what people need," he says, "and if it's ESL classes, they can take them right there."

With the disappearance of shop classes from schools, City Build has been working with the Unified School District to forge a new method for graduating seniors to find trade jobs. The mission is not just to provide young people with paid hours, but rather to train city residents for careers and put them in a position to get decent-paying, permanent union jobs.

It hasn't been easy, but the program is making progress. "There are so many different stakeholders here," Asay points out. "And change is hard, especially when there's money on the table. We're asking [contractors] to do something different, and already it's working pretty well."

Mayor Gavin Newsom has already received requests to start similar programs in other fields, like biotechnology, and contractors from the private sector are now approaching City Build about collaborating.

THE SAN FRANCISCO BAY

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GUARDIAN



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search

Our fraying garment industry

City ponders how to deal with job losses that might only get worse

By Kristina Peterson

"Emily!" The newlywed couple scolded their dog as it foraged through a box of sandwiches intended to feed a group of displaced garment workers rallying on the steps of City Hall Nov. 21. More intent on relaying their message than on eating, the unemployed garment-factory and other light-industry workers held up signs in English and Chinese reading, "Jobs for Working Families" before dispersing to go inside for a hearing called by Sup. Sophie Maxwell.

With the rapid decline of light manufacturing in San Francisco, increasing numbers of blue-collar workers have been left unemployed. The Chinese Progressive Association cites data from the Employment Development Department showing that between 1990 and 2000, garment manufacturers laid off almost 16,500 San Franciscans. And just since 2004, more than 900 workers have come to the CPA to help get unemployment benefits and assistance under the Federal Trade Adjustment Act. Even with these benefits, the workers "face significant barriers accessing retraining and re-employment services," due to the limited English of many workers and declining employment opportunities, said Gordon Mar, executive director of the CPA.

"This is really a question of who gets to live here, who gets to work here," explained Maxwell aide Greg Asay. "If the city doesn't rearrange its priorities, it's going to lose its working class."

For example, housing policies being pushed by Mayor Gavin Newsom and his allies would allow residential development on vast stretches of land in the eastern neighborhoods, where garment factories and other light-industrial businesses now operate. A Planning Department study released in October said those housing policies would displace about



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Maxwell introduced the hearing by emphasizing the issue as one of economic development, not of social welfare. "Job losses disproportionately affect working-class communities, especially those not proficient in English," she said. Wes Dixon from the Private Industry Council suggested that responding to the needs of unemployed workers could be streamlined by better mapping out of the city's businesses so the PIC is aware of upcoming layoffs and can provide information and services to displaced workers.

Luna Yasui, policy director of Chinese for Affirmative Action, stressed the need for increased language services. "We need to integrate language acquisition with vocational training," she said. Representing San Francisco City College, where many people receive vocational training, Phyllis McGuire highlighted the importance of partnerships with community organizations to provide child care and transportation services, among others, to those in training programs.

One major problem many speakers brought up was the lack of Cantonese-speaking government officials in unemployment service centers such as OneStop, making it extremely difficult to explain benefits and opportunities to displaced workers. Maxwell resolved to make it a top priority to reinstate a Cantonese-speaking worker to improve communication.

Representing the Office of Economic and Workforce Development, Jesse Blout defended the mayor's prioritization of biotechnology, digital media, and clean technology with statistics on their growth. "These are the next generation of manufacturing jobs," he said, agreeing with Maxwell's proposal that the city should integrate displaced light-industry workers into developing industries, rather than simply trying to preserve declining manufacturing businesses.

At the hearing's close, Maxwell resolved to focus more on keeping dialogue open with the displaced workers, as well as with City Hall. "I think having a task force is OK," she said. "We have a lot of those." But the real need is for the city to find ways of better supporting locally manufactured apparel and otherwise helping these workers remain employed.

E-mail news@sfbg.com.





PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

creating employment opportunities DOCUMENTS DEPT.

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SAN FRANCISCO PUBLIC LIBRARY

NOTICE OF A PUBLIC MEETING

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

Date: Friday, February 24, 2006

Time: 9:00 a m - 11:00 a m

Location: City College of San Francisco

Community College

Auditorium 33 Gough Street

San Francisco, CA 94103

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163 E-mail: sotf@sfqov.org

The Sunshine Ordinance is available online at: http://www.sfqov.org/site/sunshine_index.asp?id=4673

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If you require special accommodation due to a disability, please call Cynthia Vasquez at 415-923-4464 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Friday, February 16, 2006

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, FEBRUARY 24, 2006

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from January 27, 2006 (Action Item)
- 3. Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - a. Personnel Issues
- 4. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 5. Audit for the Private Industry Council of San Francisco
 - a. Audit Committee/Potential Selection of new Treasurer (Action Item)
 - b. Annual Audits vs. Bi-Annual Audit (Discussion Item)
 - c. Request for Proposal (RFP) for Auditor (Discussion Item)
- Review of WISF Board Resolution authorizing PIC President to control corporate costs (Discussion Item)
- 7. Information Technology Consortium (ITC) Presentation (Discussion Item)
- 8. President's Report (Discussion Item)
- 9. Chair's Report (Discussion Item)
- 10. Public Testimony on Non-Agenda Items (Discussion Item)
- 11. Future Agenda Items (Discussion Item)
- 12. Adjournment (Action Item)

Information Technology Consortium



PIC Board of Directors Meeting

I. History

Overview

- Capitalize on 'dot com' boom in SF and Bay Area
- Respond to welfare reform/bridge the "digital divide"
- Develop career ladder for training and advancement
- > Unprecedented collaboration for non-profits

7

I. Histor

ITC Partners

- > Arriba Juntos
- > Bay Area Video Coalition
- > City College of San Francisco
- > Glide Foundation
- > Goodwill Industries
- > Jewish Vocational Service
- SCHISH VOCACIONAL SCHICE
- > OpNet Community Ventures
- > Private Industry Council of San Francisco
- > San Francisco Dept. of Human Services
- > San Francisco Housing Authority

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I. History Funding Responses > Building Capacity ✓ James E. Irvine Foundation ✓ Walter and Elise Haas Fund ✓ CA State Legislature ✓ DoL H-1B Grant > Career Ladder Implementation

- - ✓ 2 year/\$3 million H-1B Grant
 - for OJTs
 - advancement/retention model

6



II. H-1B Grant Challenges

- Loss of 55,000-60,000 jobs since 2001 (Source: SFCED)
- Unemployment: 2001 5.2%; 2002 7.4%; 2003 6.8%; 2004 5.9% (Source: EDD)
- > Slow economic recovery
- > Over-supply of highly skilled tech workers
- > Outsourcing/offshoring
- > Shifts in technical and professional skills requirements

7

II. H-1B Grant

ITC's Response

- ✓ Multi-sector approach
- Build and rebuild employer relationships
- ✓ Showcase ROI for employers (lowcost resource)
- ✓ Re-align Career Ladder
- ✓ Highlight new skills in curriculum
- ✓ Alian courses w/CCSF
- ✓ Address dual customer

6

II. H-1B Grant

Employer Engagement

- > Corporate Advisory Councils ✓ Office Technologies
 - ✓ Advanced Technologies
- > Employer Insight Panels
- > Aggressive Outreach Activities
- - ✓ Educate, inform and ergage employers
 - ✓ Solicit market-relevant information regarding appropriate training programs
 - Provide direct employer feedback regarding interviewing, resums, etc.

7



III. Workforce Intermediary Activities

Opportunities

- > Developed best practices; established employer relationships
- > Strategically positioned to provide worker retention, advancement and upgrade training
- > Linkages with SF's economic/workforce development activities
- > Collaboration
- > City College partnership

6

III. Workforce Intermediary Activities

Incumbent Worker Training: Beyond the IT Sector

Overview of Healthcare Sector

- > Transformation to IT based delivery
- system > Implement e-patient record system
- > Large workforce with range of IT skills
- > Develop a model for employer-based incumbent worker training
- > Effect change in community college curriculum

12

III. Workforce Intermediary Activities

Partnership

- > City College of San Francisco
- > Laguna Honda Hospital/SF Department
- of Public Health
- > SFIU-UHW
- > Shirley Ware Education Center

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III. Workforce Intermediary Activities LHH's Initial Assessment of Need > Insufficient internal resources > Need to be strategic > Multiple demands - new building - anticipation of staff attrition - lack of hardware 72 III. Workforce Intermediary Activities Early Lessons Learned > "Just in Time" training ineffective > Staff resentment/frustration > Lack of outcome > No capacity and budget for education > Software training assumes basic IT competency > Need for computer training expertise 6 III. Workforce Intermediary Activities LHH IT Training Project: Goals > Assess 800 nursing staff > Train to basic IT proficiency > Effectively use web-based application for patient records > Funding for planning/implementation

7

of large-scale training project

III. Workforce Intermediary Activities LHH IT Training Project: Outcomes > Received \$500,000+ funding ✓ Blue Shield of California Foundation √ San Francisco Foundation ✓ State Chancellor's Industry-Driven Regional Collaborative Grant ✓ Walter and Elise Haas Fund > Employer contributions √ \$460,800 paid release time for assessment ✓ Furnished computer training lab 6 III. Workforce Intermediary Activities LHH IT Training Project: Outcomes √ 800 nurses assessed on-site during each shift √ 85% not computer literate ✓ Conducted DACUM analysis to develop customized curriculum ✓ Completed 3 on-site pilot classes ✓ Conducted focus groups to identify best practices, lessons learned ✓ Full program rollout January 2006 through fall 2006 1 III. Workforce Intermediary Activities LHH IT Training Project: Accomplishments ✓ Additional on-site CCSF computer training to maintain/improve skills ✓ Planning for future on-site community college classes in nursing education ✓ Planning for on-site clinical communications/ cultural competencies training ✓ Increased professional engagement in SF DPH activities ✓ New role as '21st century parents'

7

✓ Successful template for replication

III. Workforce Intermediary Activities

Lessons Learned: Developing a Structure for Effective Communications

- √ Third party leadership
- ✓ Immediate conflict resolution
- ✓ Acknowledge institutional cultures
- ✓ Identify potential organizational barriers/opportunities
- ✓ Identify appropriate staff
- ✓ Institutional commitment

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III. Workforce Intermediary Activities

Best Practices

- ✓ Quick response to employer need
- ✓ On-site assessments and training
- ✓ Changes in community college curriculum
- √ Offer additional on-site CCSF courses

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III. Workforce Intermediary Activities

ITC:Looking Toward the Future

- Expand digital media training and access BAVC/CCSF partnership at downtown campus
- Research study of CCSF capacity for workforce development placement, retention and advancement
- > Bridge 'Digital Divide' for working adults
- > Retention/advancement opportunities for entry-level workforce

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Contact Information

Lorraine Giordano Executive Director Information Technology Consortium 745 Frankin Street San Francisco, CA 94102 (415) 923-4226 Iglordano@itc-sf.org

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PRIVATE INDUSTRY COUNCIL of San Francisco. Inc.

creating employment opportunities

NOTICE OF A PUBLIC MEETING
OF THE
BOARD OF DIRECTORS OF THE
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

Date: Friday, March 24, 2006

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College Auditorium

33 Gough Street San Francisco, CA 94103 DOCUMENTS DEPT

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Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163 E-mail: sotf@afov.org

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine index.asp?id=4673

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Issued: Friday, March 17, 2006

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, MARCH 24, 2006

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from January 27 and February 24, 2006 (Action Item)
- Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - a. Personnel Issues
- 4. Reconvene in open session
 - Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 5. Audit Report (Action Item)
- 6. Request For Quotes (RFQ) for Future Auditing Services (Action Item)
- 7. Private Industry Council (PIC) Corporate Structure (Action Item)
- 8. Follow up of Information Technology Consortium (ITC) Presentation (Discussion Item)
- 9. Public Testimony on Non-Agenda Items (Discussion Item)
- 10. Future Agenda Items (Discussion Item)
- 11. Adjournment (Action Item)



MEMORANDUM

TO: BOARD OF DIRECTORS

DATE: MARCH 17, 2006

KO.

FROM: ADRIAN TRUJILLO, CHIEF FINANCIAL OFFICER

SUBJECT: REVIEW OF THE PRIVATE INDUSTRY COUNCIL INC. DRAFT AUDIT

REPORT (AGENDA ITEM 5)

Enclosed is a draft audit report from our auditors, Izabal Bernaciak & Company, for the two-year period ended June 30, 2005 along with a letter from the auditor indicating that they are waiting for an attorney letter that might change the audit report.

Please review the draft audit report for our March 24, 2006 meeting. I will be there to present the report and answer any questions you might have regarding the audit process. The draft report has an unqualified opinion and there are no findings.

This report was presented to the Audit Team on March 23, 2004 and they will be prepared to answer any question you might have regarding the audit report.

We are recommending the Board to accept the report in order to meet the due date of March 31, 2006. The audit needs to be submitted to the Federal Clearing House and to our other funds sources by that date.

Enclosures



IZABAL, BERNACIAK & COMPANY CERTIFIED PUBLIC ACCOUNTANTS

One Market , Spear Street Tower, Suite 344 San Francisco, California 94105 TEL (415) 896-5551 FAX (415) 896-0584

March 13, 2006

Adrian Trujillo Private Industry Council of San Francisco, Inc. 745 Franklin Street, Suite 200 San Francisco, CA 94102

Re: Draft of June 30, 2005 Audited Financial Statements and A-133 Reports

Mr. Trajillo:

Enclosed is our final invoice along with the Draft of the report referred to above. As of this date we have not received the attorney letter which I believe will include some comments that may require disclosure in the notes to the financial statements.

Should you have any questions, call.

Sincerely,

R. Izabal, Partner

VIA: Messenger Service

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

AUDITED FINANCIAL STATEMENTS AND OMB CIRCULAR A-133 REPORTS



FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

IZABAL, BERNACIAK & COMPANY CERTIFIED PUBLIC ACCOUNTANTS

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. AUDITED FINANCIAL STATEMENTS AND OMB CIRCULAR A-133 REPORTS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

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One Market, Spear Street Tower, Suite 344 San Francisco, California 94105 Tel. (415) 896-5551 Fax (415) 896-0584

INDEPENDENT AUDITORS' REPORT

Board of Directors Private Industry Council of San Francisco, Inc. San Francisco, California

We have audited the accompanying statement of financial position of the Private Industry Council of San Francisco, Inc. as of June 30, 2005 and the related statements of activities, functional expenses and cash flows for the two year period then ended. These financial statements are the responsibility of the Private Industry Council of San Francisco, Inc. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller of the United States, and Office of Management and Budget Circular A-133, Audits of States, Local Governments and Nonprofit Organizations. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Private Industry Council of San Francisco, Inc. as of June 30, 2005, and the changes in its net assets and its cash flows for the two year period then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have issued a report dated February 24, 2006 on our consideration of Private Industry Council of San Francisco, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scoop of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of our audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

San Francisco California February 24, 2006

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. STATEMENT OF FINANCIAL POSITION JUNE 30, 2005

Cash and Cash Equivalents Grants Receivable Prepaid Expenses Equipment (Less accumulated depreciation of \$811,999) (Note D)	130,878 4,296,591 173,180 64,299
Total Assets \$	4,664,948
LIABILITIES AND NET ASSETS Liabilities Accounts Payable and Accrued Liabilities Sperred Revenue (Note C) Accrued Employee Leave Benefits Total Liabilities	3,940,698 405,053 189,597 4,535,348
Net Assets - Unrestricted	129,600
Total Liabilities and Net Assets \$	4,664,948

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO STATEMENT OF ACTIVITIES FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

	Unrestricted
REVENUE	
Grant Revenue	\$ 44,093,693
Interest Income	1,008
Contributions	156,507
Program Income	636,384
Miscellaneous	6,675
Total Revenues DRAFT	44,894,267
EXPENSES	
Program Expenses	28,756,249
Administrative Expenses	16,039,432
Total Expenses	44,795,680
Excess (deficiency) of Revenue	
over Expenses	98,587
Net Assets at Beginning of Period	181,053
Net Adjustment for Capitalization of Fixed Assets	
Purchased with Grant Funds Net of Depreciation	(150,040)
and the second s	
Net Assets at End of Year	\$ 129,600

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE TWO YEARS ENDED JUNE 30, 2005

	Wei	Workforce Investment Act	Welfare to World Calworks	Youth Services Welfare to Work/ (Not Including WIA-Calworks Youth)	Refugee	Homeless	San Francisco Redevelopment Agency	Youth Opportunity Grant
Cost Deimhireanont		8 041 040	\$ 1.106.450	\$ 146 235 \$	1.051.014	\$ 2.279.694 \$	\$ 1.917,350	\$ 2,023,013
I.R. Set Asides	•	3,261,255			00			344,372
Our Ser-Asides Supportive Services		805,373	2,379	•	6,729	176,739	•	173,545
Wages-Participant		•	1,077,706	•	•	•		•
Deprectation Other Program Cost		1,888,139	114,269	100,585	445	46,370		1,000,203
Total Program Expenses		12,303,514	3,940,436	246,820	1,058,188	2,502,803	1,917,350	3,556,364
Salaries and Wages		,	•	•			•	•
Fringe Benefits		•	•		•	•	•	•
Contracted Service		•	•	•		•	•	•
Staff Training/Travel		•	•		· [•		•
Rent				1	1	•		•
Equipment Kental				DRAF	-		•	•
Supplies & Materials		•	·		•	•		•
Insurance		•	•		-		•	•
Telephone		•	•	•			•	•
Postage		•	•		•	•	•	
Advertising/PR		•				•		
Moving & Stolage Reproduction					•	•	•	•
Publications & Subcriptions		•	•		•	•	•	•
Employment & Training		•	•		•	•	•	
One Stop Costs		•	•			•		•
Follow-up Costs		•	•	•		•	•	•
Messenger Service		•	•			•		•
Miscellaneous Costs						- 000	. 200 00	. 006 200
PIC Administration PIC Operations		4,333,683	1,286,283	74,664	183,096	588,902	720,08	5,314,491
Total Adminstrative Expenses		5,905,674	1,803,437	100,530	183,096	718,752	96,827	6,241,800
TOTAL EXPENSES	00	18,209,188	\$ 5,743,873	\$ 347,350 \$	1,241,285	3,221,555	\$ 2,014,177	\$ 9,798,164
	and the same							

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. STATEMENT OF FUNCTIONAL EXPENSES FOR THE TWO YEARS ENDED JUNE 30, 2005

	H-1B Technical Skill	First Source Hiring/Muni	Other	Unrestricted	Administrative Cost Pool	Total
Cost Reimbursement	\$ 1,669,482	\$ 1,270,827			φ, ,	17,505,105
.R. Set Asides		•	•	•		5,216,979
OJT Set-Asides	131,620					402,030
Supportive Services	•		•			00/,401,1
Nages-Participant	•					מסי'ייייי
Depreciation	•		•	16,906		16,906
Other Program Cost	11,193	96,182	11,512	23,050		3,291,949
Total Program Expenses	1,812,295	1,367,009	11,512	39,956		28,756,249
Palacian and Minana	,		•	•	12.005.761	12.005,761
Salalies allo wayes			•	•	2.565.505	2,565,505
Tillige Deficients		•	•	•	215,175	215,175
Staff Training/Travel	•	l			61,253	61,253
Sent	•	1		·	505,936	505,936
Fourthment Rental	•	_			125,564	125,564
Payroll/Banking Fees	•	3		-	31,072	31,072
Supplies & Materials	•			-	138,559	138,559
nsurance					67,870	67,870
elephone	•		•	•	103,793	103,793
Postage	•	•	•	•	34,714	34,714
Advertising/PR	•	•	•	•	4,328	4,328
Moving & Storage	•		•	•	13,746	13,746
Reproduction		•	•	•	15,531	15,531
Publications & Subcriotions	•		٠	•	24,927	24,927
Emoloyment & Trainion	•	•	•	•	75,831	75,831
One Ston Costs	•	•		•	29,571	29,571
Follower Costs	•			•	0	
Messanger Service		•	•	•	4,597	4,597
Miscellaneous Costs	•		•	•	15,700	15,700
PIC Administration	211,035	147,962	245,840	24,302	(4,081,231)	•
PIC Operations	295,915			64,263	(11,958,200)	
Total Adminstrative Expenses	506,949	147,962	245,840	88,565	9	16,039,432
OTOLINO TO THE OTOLINO THE OTOLINO TO THE OTOLINO THE OTO	C 2319 24K	1 814 971	1 2K7 3K2	128.621	\$ (0)	44.795.680

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. STATEMENT OF CASH FLOWS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

CASH FLOWS FROM OPERATING ACTIVITIES

Excess of Revenue Over Expenses	\$	98,587
Adjustments to Reconcile Excess of Revenue Over Expenses Used by Operations		
Depreciation		16,906
(Increase)/Decrease In: Grants Receivable Other Receivables Prepaid Expenses Increase/(Decrease) In: Accrued Liabilities Deferred Revenue		(745,505) 40,000 (74,348) 536,828 316,976
Accrued Employee Leave Benefits	-	(45,483)
Net Cash Provided by Operating Activities		143,961
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Equipment	-	(19,545)
Net Cash (Used) by Investing Activities		(19,545)
Net Cash Increase in Cash and Cash Equivalents		124,416
Cash and Cash Equivalents at June 30, 2003		6,462
Cash and Cash Equivalents at June 30, 2005	\$	130,878

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. NOTES TO THE FINANCIAL STATEMENTS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

Note A: ORGANIZATION AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Private Industry Council of San Francisco, Inc. (PIC) is a California corporation organized pursuant to the General Non-Profit Corporation Law in September 1979. The purposes for which it was formed are:

"(a) The specific and primary purposes are to operate a private industry council under the Federal Comprehensive Employment and Training Act (CETA) and regulations thereunder, as in effect from time to time.



- "(b) The general purposes and powers are to have and exercise all rights and powers conferred on nonprofit corporations under the laws of California, including the power to contract, rent, buy, and sell personal or real property, provided, however, that this corporation shall, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.
- "(c) No substantial part of the activities of this corporation shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office."

In 1992, the Federal Job Training Partnership Act (JTPA) was enacted to replace the CETA effective October 1, 1983. Pursuant to that new legislation, the San Francisco Private Industry Council (the governing body for the PIC) was reorganized, its membership was expanded to a maximum of thirty seats appointed by the Mayor of the City and County of San Francisco (the "Chief Elected Official" for that newly-designated "Service Delivery Area"), and, under a written agreement between the Council and the Mayor, the PIC was designated to be the "Grantee and Administrative Entity" for that "public-private partnership".

In 1998, the Federal Workforce Investment Act (WIA) was enacted to replace the JTPA effective July 1, 2000. Pursuant to section 117 (i) of that new legislation, the Mayor of the City and County of San Francisco submitted an application for the Governor of California to certify the San Francisco Private Industry Council as an "Alternative (local workforce investment board)".

In March of that year, the Governor unexpectedly announced that he would not be certifying any "alternative (local workforce investment boards)" in the State and he designated the San Francisco Private Industry Council to be the "interim workforce investment board" for the City and County of San Francisco until a new workforce investment board meeting the criteria specified in section 117 (b) of that new legislation was formed, organized, and installed

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A new Workforce Investment San Francisco (WISF) Board consisting of 49 members was appointed by the Mayor of San Francisco in September of 2000, it was certified by the Governor in January of 2001, and it was installed to replace the San Francisco Private Industry Council effective February 1, 2001.

Under its Bylaws, the WISF Board's Executive Committee is designated as the PIC's governing board and, under a "Master Partnership" between that Board and the Mayor, the PIC is designated to be the "Grantee and Subgrantee, as the alter ego for the Board and as the agent for the Master Partners, for all funds allocated under the (Workforce Investment Act)".

Under section 121 of the Federal Workforce Investment Act and section 1092.1 of the California Government Code, the PIC, as the agent of the Master Partners, is frequently required and authorized to enter into different kinds of financial agreements with various organizations that are required to be represented on the WISF Board.

Basis of Accounting

The accompanying financial statements are prepared on the accrual basis of accounting. Revenue is recognized when earned and expenses are recognized when incurred.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, "Financial Statements of Not-for-Profit Organizations." Under SFAS No. 117, the PIC is required to report information regarding its financial position and activities according to the three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.

Contributions

In 1997, the Organization adopted Statement of Financial Accounting Standards (SFAS) No. 116, Accounting for Contributions Received and Contributions Made. In accordance with SFAS No. 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. The implementation of SFAS No. 116 had no cumulative effect on net assets at the date of adoption.

Capitalization of Assets

Assets are valued and capitalized at historical cost. Depreciation is calculated using the straight line method over the estimated useful lives of the assets. Depreciation of assets purchased with unrestricted funds are expensed through the statement of activities. Assets purchased with restricted funds are capitalized and depreciated through increases and decreases in net assets in the statement of activities.

Statement of Cash Flows

For purposes of the statement of cash flows, the Organization considers all short-term investments with an original maturity of six months or less to be cash equivalents.

Estimates

The preparation of financial statements:in:conformity-with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates

Tax Status

Private Industry Council of San Francisco, Inc. has been determined by the Internal Revenue Service to be a 501(c)(3) exempt nonprofit organization. Accordingly, no provision for income taxes is included in the accompanying financial statements.

Employee Leave Benefits

Regular Council employees earn ten days vacation leave during the first three years of employment, fifteen days during the fourth year, and eighteen days during the fifth year and thereafter. Sick leave is earned at a rate of eight hours per month for all regular full-time employees. Employees can accumulate up to a maximum of 160 hours of vacation time. Employees can accumulate 1,040 hours sick time that can be carried forward. Upon termination, the Council is obligated to compensate employees for all earned, but unused vacation time only.

Fair Value of Financial Instruments

The carrying amounts of grants receivable, other receivables, prepaid expenses, accrued expenses and deferred revenue, none of which are held for trading purposes, approximate fair value due to the short-term maturities of these instruments.

Functional Allocation of Expenses

The costs of providing the various programs and activities have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the programs benefited as shown in the statement of functional expenses.

Note B: INSURANCE COVERAGE

The following is a summary of the limits of the Council's insurance coverage:

General Aggregate	\$2,000,000
Products Completed Operation Aggregate	2,000,000
Bodily Injury and Property Damage Liability	1,000,000
Personal and Adverting Injury	1,000,000
Fire Legal any one fire or explosion	100,000
Medical Payments per person	10,000
Automobile Liability	1,000,000
Directors & Officers Liability	1,000,000
Fidelity Bond (per person)	500,000
Workers' Compensation	1,000,000
The state of the s	

Note C: DEFERRED REVENUE

Deferred revenue represents the excess of contract receipts over contract expenditures. These amounts are payable to the grantor agency unless reprogrammed or the grant term was not completed as of June 30, 2005. Deferred revenue as of June 30, 2005 is as follows:

Program		Amount
WIA - Rapid Response 10/04-6/05	\$	33,910
Hope House - 9/03-9/04		47,609
Hope House - 9/04-9/05		92,117
TART 10/04-9/05		23,979
BAWFC SF Foundation		32,438
Blue Shield SFITC		100,000
Haas SFITC		75,000
Total	\$ _	405,053
	peyen	

Note D: EQUIPMENT

The depreciation of equipment is computed using the straight-line method over an estimated useful life of three (3) years. Equipment is stated at cost. Equipment consists of the following as of June 30, 2005.

Equipment	\$ 876,298
Less: Accumulated depreciation	(811,999)
Net Equipment	\$ 64,299

Note D: EQUIPMENT - Continued

Depreciation expense charged to operations for the two year period ended June 30, 2005 amounted to \$16,906.

Note E: LEASE COMMITMENTS

The PIC entered into a lease with 1650 Mission Associates, L.P., a California limited partnership, extending its lease agreement for its office located at 1650 Mission Street for 5 years ending August 31, 2009. The annual lease payments for the next few years until the end of the lease are as follows:

Year		Annual
2006		\$143,442
2007		143,442
2008	DD A-	143,442
2009	DRAFT	143,442
2010	· ·	23,907
Total		\$ <u>597,675</u>

In December 2000, the PIC entered into two lease agreements with the State of California covering premises located at 745 Franklin Street. The term of these leases are for 48 months commencing February 1, 2001 and ending January 31, 2005. Since then the lease on Franklin Street offices is on a month to month basis without increase on existing rates, which amount to \$15,671 every month.

The PIC leases some of its equipment under an operating lease agreement with lease terms ranging from 36 to 60 months and with various starting dates. The annual lease payments for the next few years until the end of the lease are as follows:

Year	_ Annual
2006	\$ 21,138
2007	17,459
2008	8,260
2009	2,892
Total	\$ <u>49,749</u>

Note F: RETIREMENT PLAN

The PIC administers the Private Industry Council of San Francisco, Inc. Retirement Plan (Plan). The Plan is a 403(b) defined contribution annuity plan that became effective on February 1, 1995. PIC employees become participants of the plan after they have completed two years of service and

Note F: RETIREMENT PLAN - Continued

have attained age 21. The PIC contributes a certain percentage of the participant's salary to the Plan. For the two-year period July 1, 2003 to June 30, 2005 the PIC contributed 6% of the participant salary, which amounted to \$515.826.

Note G: COMMITMENTS AND CONTINGENCIES

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Grants

The PIC received a substantial amount of its support from federal and state governments. A significant reduction in the level of this support, if this were to occur, may have an effect on the Council's program and activities.

Grant awards require the fulfillment of certain conditions as set forth in the instrument of grant. Failure to fulfill the conditions could result in the return of the funds to the grantors. The PIC deems this contingency remote since by accepting the grants and their terms, it has accommodated the objectives of the Council to the provisions of the grants. The PIC's management is of the opinion that the organization has complied with the terms of all grants.

Note H: CONCENTRATION OF CREDIT RISK ARISING FROM CASH DEPOSITS IN EXCESS OF INSURED LIMITS

Private Industry Council of San Francisco, Inc. maintains cash and cash equivalent balances at various financial institutions. The balances are insured by the Federal Deposit Insurance Corporation up to \$100,000. At June 30, 2005 the PIC's uninsured cash balance totaled approximately \$112,894.

Note I: INDIRECT COST

A negotiated indirect cost agreement was approved by the U.S. Department of Labor, which provides a provisional rate of 20.45% for both the fiscal years ended June 30, 2004 and 2005. The method for calculating PIC's indirect rate is the total indirect cost divided by the total direct salaries and wages plus applicable fringe benefits. The actual indirect cost rate for the year ended June 30, 2004 and 2005 is 20.45% and 22.47%, respectively.

IZABAL, BERNACIAK & COMPANY CERTIFIED PUBLIC ACCOUNTANTS

One Market, Spear Street Tower, Suite 344 San Francisco, California 94105

Tel. (415) 896-5551 Fax (415) 896-0584

INDEPENDENT AUDITORS' REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

Board of Directors Private Industry Council of San Francisco, Inc. San Francisco, California

We have audited the financial statements of Private Industry Council of San Francisco, Inc. (a nonprofit organization) for the two year period ended June 30, 2005, and have issued our report thereon dated February 24, 2006. These financial statements are the responsibility of Private Industry Council of San Francisco, Inc.'s management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, Government Auditing Standards, issued by the Comptroller General of the United States; and the provisions of the Office of Management and Budget Circular A-133, Audits of States, Local Governments and Nonprofit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Our audit was made for the purpose of forming an opinion on the basic financial statements of Private Industry Council of San Francisco, Inc. taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information in that schedule has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the basic financial statements taken as a whole.



PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

				- A A	/
PRIVATE INDUSTRY	COUNCIL O	F SAN FR	RANCISCO, INC		The state of the s
SCHEDULE OF EXPE	NDITURES	OF FEDE	RAL AWARDS	3	*
FOR THE TWO YEA	R PERIOD	ENDED J	UNE 30, 2005	11	YA.
				1	
	Contract	Federal		*	
gram Name	Number	CFDA No.	Revenues	Expenditures	1
S. DEPARTMENT OF LABOR					~ ·
Pass Through: State of California Employ	ment Developm	ent Departm	ent		
Norkforce Investment Act			.=		
NIA - Title I Adult (202)	R380531	17.258 \$	170,332 \$	170,332	
NIA - Title I 15% Adult Spec PR (624) NIA - Title I Nurses Initiative (638)	R380531 R380531	17.258 17.258	399,074 190,116	399,074 190,116	
VIA - Youth Dev/Crime Prevention (291)	R380531	17.250	330.856	330.856	
MA - Title I Youth (301)	R380531	17.259	751,121	751,121	
NIA - Rapid Response (541)	R380531	17.260	46,777	46,777	
NIA - Title I Dislocated Workers (502)	R380531	17.260	405,720	405,720	
VIA - Title I Dislocated Workers (503)	R380531	17.260	7,778	7,778	
NIA - Title I 15% Groundfish (509)	R380531	17.260	(9,444)	(9,444)	
NIA - 25% Special Project (641)	R380531	17.260	51,600	51,600	
Subtotal Contract # R380531			2,343,931	2,343,931	
	D. 105000				
VIA - Title I Adult (201)	R485303	17.258	558,752	558,752	
NIA - Title I Adult (202) NIA - Title I 15% Pilot Spec PR (638)	R485303	17.258	2,117,398	2,117,398	
VIA - Title I Youth (301)	R485303 R485303	17.258 17.259	164,845	164,845	
WIA - Title I Dislocated Workers (501)	R485303	17.259	2,486,562 740,277	2,486,562 740,277	
WIA - Title Dislocated Workers (501)	R485303	17.260	2.031.735	2.031.735	
MA - Title I Dislocated Workers (502)	R485303	17.260	11,336	11,336	
WIA - Rapid Response (526)	R485303	17.260	25,001	25,001	
WIA - Rapid Response (541)	R485303	17.260	277,742	277,742	
MA - Special WIA Grant (739)	R485303	17.261	34,500	34,500	
Subtotal Contract # R485303			8,448,147	8,448,147	
WIA - Title I Adult (201)	R588749	17.258	537,638	537,638	
WIA - Title I Adult (202)	R588749	17.258	1,342,982	1,342,982	
WIA - Title I 15% Adult Spec PR (642)	R588749 R588749	17.258 17.259	42,589 2,299,209	42,589 2,299,209	
WIA - Title I Youth (301)	R588749	17.259			
WIA - Title I Dislocated Workers (501) WIA - Title I Dislocated Workers (502)	R588749	17.260	755,441 1,631,221	755,441 1.631.221	
WIA - Rapid Response (540)	R588749	17.260	214.724	214.724	
WIA - Rapid Response (541)	R588749	17.260	4.900	4,900	
WIA - Title I 15% Dislocated SP (613)	R588749	17.260	21.893	21,893	
WIA - Special WIA Grant (739)	R588749	17.261	39.875	39,875	
Subtotal Contract # R588749			6,890,472	6,890,472	
WIA - Title I Youth (301)	R692500	17.259	23,835	23,835	
Subtotal Contract # R692500			23,835	23,835	
There by Court of Court					
Pass Through: County of San Mateo	F 10 000 F 11	47.000		00.00	
WIA - Dislocated Worker SFO	543-308-54/2	17.260	33,688	33,688	
Subtotal Contract # 543-308-54/2			33,688	33,688	
	N/A	17.258	71,588	71,588	
WIA - Adult - Project Advance/TransCend					
WIA - Adult - Project Advance/TransCend Subtotal			71,588	71,588	

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

ogram Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
S. DEPARTMENT OF LABOR				
Pass Through: State of California Emp.	ioyment Developn	ent Departm	ent	
Welfare to Work				
Formula Allocation	W965827	17.253	555,229	555,229
Subtotal Contract W965827			555,229	555,229
S. DEPARTMENT OF LABOR				
Ending Chronic Homelessness	E9430107	17.720	577,214	577,214
Ending Chronic Homelessness	E9430107	17.720	407,883	407.883
WIA - Title 1D Youth Opportunity Grant	AZ101220060	17.263	9,794,264	9,794,264
WIA - H-1B Tech. Skills Training	AH10855006€	17.261	2,319,245	2,319,245
Total Department of Labor			31,465,497	31,465,497
Passed through State of California Dep Refugee and Entrant Assistance RESS RESS RESS TA		93.566 93.566 93.566 93.576	53,639 117,979 63,228 177,156	53,639 117,979 63,228 177,156
TA		93.576 93.576	354,032	354,032
TA TA 20%		93.576	164,201 37,929	164,20° 37,929
TA 20%		93.576	120,800	120,800
TA Discretion		93.576	31,684	31,68
TA Discretion		93.576	86,927	86,92
TA Discretion		93.576	33.710	33,710
Subtotal			1,241,285	1,241,28
Passed through City and County of Sai TANF	n Francisco			
Passed through City and County of Sai	n Francisco	93.558	35,718	35,718
Passed through City and County of Sai TANF	n Francisco	93.558 93.558	35,718 147,477	
Passed through City and County of Sai TANF Community Jobs Initiative 11/01-10/03	n Francisco			35,718 147,47 183,198

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

Program Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
U. S. DEPARTMENT OF AGRICULTURE				
Passed through City and County of San	Francisco			
PAES	N/A	10.561	475,507	475,507
PAES	N/A	10.561	68,176	68,176
PAES to Work (SEP)	N/A	10.561	225,692	225,692
PAES (FSET)	N/A	10.561	215,181	215,181
PAES (FSET)	N/A	10.561	351,571	351,571
Community Jobs Initiative	N/A	10.561	773,519	773,519
Subtotal			2,109,646	2,109,646
Total Department of Agriculture			2,109,646	2,109,648
TOTAL FEDERAL ASSISTANCE		\$	37,236,080 \$	37,236,080

Note A: Basis of Presentation

The accompanying schedule of expenditures of federal awards includes federal grant activity of the Private Industry Council of San Francisco, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, "Audits of States, Local Governments and Non-Profit Organizations." Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.



PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. SCHEDULE OF EXPENDITURES OF STATE AND LOCAL AWARDS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

rogram Name	Contract Number	Federal CFDA No.	Revenues	Expenditures
TATE OF CALIFORNIA				
Welfare to Work State Match Formula	N/A	N/A \$	153,836 \$	153,836
Subtotal			153,836	153,836
Employment Development Department				
Labor Market Information - 2003	N/A	N/A	47,649	47,649
Subtotal	- Chicago	distribution in	47,649	47,649
OTAL STATE ASSISTANCE	DRA	FT S	201,484 \$	201,484
ITY AND COUNTY OF SAN FRANCISCO				
Children's Fund	N/A	N/A \$	246.899 \$	246,899
Mayor's Office of Community Developme	N/A	N/A	70.000	70.000
Mayor's Office of Community Developme	N/A	N/A	68.115	68.115
Redevelopment Agency	N/A	N/A	1.001.617	1.001.617
Redevelopment Agency	N/A	N/A	1.012.561	1.012.561
First Source Hiring - Mission Bay	N/A	N/A	796,228	796,228
Muni-Light Rail Project	N/A	N/A	718,743	718,743
CalWorks - General Funds	N/A	N/A	1,287,172	1,287,172
CalWorks - General Funds	N/A	N/A	1,454,795	1,454,795
Subtotal			6,656,129	6,656,129
OTAL CITY AND COUNTY OF SAN FRAN	cisco	s	6,656,129 \$	6,656,129

IZABAL, BERNACIAK & COMPANY

One Market, Spear Street Tower, Suite 344 San Francisco, California 94105 Tel. (415) 896-5551 Fax (415) 896-0584

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors Private Industry Council of San Francisco, Inc. San Francisco, California



We have audited the financial statements of Private Industry Council of San Francisco, Inc. as of and for the two year period ended June 30, 2005, and have issued our report thereon dated February 24, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing our audit, we considered Private Industry Council of San Francisco, Inc.'s internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

Compliance

As part of obtaining reasonable assurance about whether Private Industry Council of San Francisco Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

This report is intended for the information of the finance subcommittee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.



IZABAL, BERNACIAK & COMPANY CERTIFIED PUBLIC ACCOUNTANTS

One Market, Spear Street Tower, Suite 344 San Francisco, California 94105 Tel. (415) 896-5551 Fax (415) 896-0584

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE WITH OMB CIRCULAR A-133

Board of Directors Private Industry Council of San Francisco, Inc. San Francisco, California



Compliance

We have audited the compliance of Private Industry Council of San Francisco, Inc. with the types of compliance requirements described in the U. S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the two year period ended June 30, 2005. Private Industry Council of San Francisco, Inc.'s major federal programs are identified in the summary od auditor's results section of the accompanying schedule of findings and questioned costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of Private Industry Council of San Francisco, Inc.'s management. Our responsibility is to express an opinion on Private Industry Council of San Francisco, Inc.'s compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Private Industry Council of San Francisco, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on Private Industry Council of San Francisco, Inc.'s compliance with those requirements.

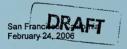
In our opinion, Private Industry Council of San Francisco, Inc. complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2005.

Internal Control over Compliance

The management of Private Industry Council of San Francisco, Inc. is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered Private Industry Council of San Francisco, Inc.'s internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

This report is intended for the information of the finance subcommittee, management and federal awarding agencies and pass-through entities. However, this report is a matter of public record and its distribution is not limited.



PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. SCHEDULE OF FINDINGS AND QUESTIONED COSTS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

A.	SUN	SUMMARY OF AUDITOR'S RESULTS		
	1.	Type of Financial Statement Report	UNQUALIFIED	
	2.	Reportable Conditions in Internal Control Disclosed by Audit of Financial Statements	NONE	
	3.	Noncompliance Disclosed by Audit Which Is Material to Financial Statements	NONE	
	4.	Reportable Conditions in Internal Control over Major Programs Disclosed by Audit	NONE DRAFT	
	5.	Type of Compliance Report Major Programs	UNQUALIFIED	
	6.	OMB A-133 Subpart E.510a Audit Finding Disclosed by Audit	NONE	
	7.	Major Programs:	WIA Cluster 17.258, 17.259, 17.260 17.263 H1-B Tech Skill Training 17.261 Community Jobs Initiative 10.561 Homeless Employment Collaborative 14.235	
	8.	Dollar Threshold for Type A Programs	\$1,117,082	
	9.	Auditee Qualification	HIGH RISK	
В.	Wh	dings Relating to the Financial Statements ich Are Required to Be Reported in ordance with GAGAS	NONE	
C.	Awa	dings and Questioned Costs for Federal ards Including Audit Findings Defined in B A-133 Subpart E.510a	NONE	

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

Financial Statement Findings

Compliance over Purchasing Procedure

Finding 03-01

Status:

IMPLEMENTED.



Criteria:

Per 29 CFR (Code of Federal Regulations), Part 95, Sections 95-43 and 95-45, all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition and that some form of cost price analysis shall be made and documented in the procurement files in connection with every procurement action. In addition, the PIC's written procurement policy and procedure manual requires that at least three quotes be documented for purchases between \$5,000 and \$24,999.

Condition:

Per our review of procurement procedures and test of compliance over said procedures, we noted an equipment purchase in August 2002 amounting to about \$22K, which did not have 2 additional quotes on file.

Questioned Costs:

None

Effect:

Failed to follow federal requirements and the PIC's own procurement policy and procedures.

Recommendation:

We recommend that the PIC strictly abide by its own policy and procedure in all procurement transactions, in order to ensure that open and free competition is provided for and that cost/price analysis is conducted in accordance with federal requirements and the PIC's own policies.

Management's Response:

PIC considers this as an isolated incident and will retain on file all quotes in determining a vendor in the future.

In April of 1998, after examining competitive price quotations for two other vendors, the PIC purchased some of that same equipment from that same vendor for other uses and was very pleased with the results. The administrators of the YOISF Program (who had then been employees of the PIC for only a little over six months) were under intense pressure from the U.S. Department of Labor (DOL) and the PIC's administration to meet certain implementation goals that required that equipment by June 30th of 2002.

The PIC's professional services contractor which designed, installed, and was then assisting it in implementing a new participant data system required by the DOL for all Youth Opportunity Programs had examined that equipment and serendipitously found it to be compatible with the data system being installed.

A customized order for that equipment was orally placed with that vendor by the YOISF administrators in June of 2002 without examining competing price quotations, the invoice for them was forwarded to the PIC's Procurement and Fiscal Units in July, and the bill for that equipment was paid in late August.

The purchase occurred more than three years after the PIC had last examined competitive price quotations and it is not possible to determine if it would still have been the most competitive price, as a result, that purchase did not comply with the PIC's Procurement Policies and Procedures. (In retrospect, we believe the exigencies cited warrant an exception to them.)



PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS FOR THE TWO YEAR PERIOD ENDED JUNE 30, 2005

Financial Statement Findings

Eligibility Documentation

Finding 03-02

Status:

DRAFT

IMPLEMENTED.

Criteria:

Per WIA Eligibility Technical Assistance Guide, physical evidence of eligibility documents must be maintained in the participant's file.

Condition:

Per our review of YOG program's eligibility procedures and compliance over said procedures, we noted that 3 participants out of 40 participants tested do not have complete eligibility documents on file. The said participants are enrolled and participating on YOG programs.

Questioned Costs:

None.

Effect:

Eligibility of individuals to participate on the program could be in question, which could result in related costs spent on said individuals be in question as well.

Recommendation:

We recommend that participants' file be reviewed for completeness of eligibility documents as part of the process before an individual could be enrolled in the YOG program.

Management's Response:

Missing eligibility documents on two of the three individuals have been updated and placed on their files. The missing eligibility documents for the other individual are currently being obtained. In addition, all eligibility documents will be retained and maintained in each participant's file in the future.



MEMORANDUM

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BOARD OF DIRECTORS

DATE: MARCH 17, 2006

FROM:

ADRIAN TRUJILLO, CHIEF FINANCIAL OFFICER

SUBJECT: REVIEW OF REQUEST FOR QUOTATIONS (RFQ) (AGENDA ITEM 6)

We are soliciting for audit services for the annual audit for the period July 1, 2005 through June 30, 2006. We are preparing the solicitation to go out to the public on March 29, 2006. The successful bidder, based on performance, may receive contract renewals for up to three years. I am requesting in the solicitation that the audit be performed annually versus bi-annually.

The qualifying criteria for all RFQ are as follows.

- a. Affirm that the bidder is a properly licensed Certified Public Accountant and include the license number for the owner or partner responsible for the audit.
- b. Affirm that the bidder meets the independence standards of the <u>Government Auditing Standards</u>.
- c. Affirm that the audit will be conducted in accordance with the Workforce Investment Act, the Single Audit Act of 1984 (P.L. 98-502), and <u>Audits of States, Local Governments</u>, and Non-Profit Institutions (OMB Circular A-133).
- d. Affirm that the bidder does not have a record of substandard work and submits a copy of a most recent peer review.
- e. Specify that the working papers will be retained for a least three years (more if necessary).
- f. Specify that the working papers will be available for examination by authorized representatives of the California Employment Development Department/Audit Division, federal audit agency, City & County of San Francisco and PIC.

Quotes will be evaluated based on the following criteria:

CRITERIA	WEIGHT
A. Responsiveness of proposal in clearly stating an understanding of the work to be performed (audit coverage, realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff assigned to audit, overall response to the RFQ)	30 Points
B. Technical experience of firm (recent experience auditing federal, state, and county grants such as Department of Labor, Health and Human Services, refugee, homeless, programs, etc., experience in auditing private nonprofit organizations in California).	15 Points
C. Qualifications of staff to be assigned to the audit (organization and composition of the audit team, qualification and experience of audit team, supervision to be exercised over the audit team by firm's senior management, organization size and structure of office from which the work will be done)	30 Points
D. Perceived value	20 Points
E. Local minority or woman owned firm	5 Points
TOTAL	100 Points

The audit team has reviewed the entire solicitation. Any revisions and comments from the Audit Team and the Board of Directors will be incorporated into the March 29, 2006 Audit solicitation.

We recommend that the Board approve the selection criteria for the audit services Request for Quotations.



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

creating employment opportunities

NOTICE OF A SPECIAL PUBLIC MEETING OF THE BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Wednesday, April 5, 2006

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College

Auditorium 33 Gough Street

San Francisco, CA 94103

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's suisiness. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163 Emil: soff@Sidpo or g

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

If you require special accommodation due to a disability, please call Cynthia Vasquez at 415-923-4464 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Wednesday, March 29, 2006

AGENDA FOR THE BOARD OF DIRECTORS PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

WEDNESDAY, APRIL 5, 2006

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from March 24, 2006 (Action Item)
- Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - a. Personnel Issues
- 4. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (*Action Item*)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 5. Public Testimony on Non-Agenda Items (Discussion Item)
- 6. Future Agenda Items (Discussion Item)
- 7. Adjournment (Action Item)



PRIVATE INDUSTRY COUNCIL

creating employment apportunities

NOTICE OF A SPECIAL PUBLIC MEETING

OF THE

BOARD OF DIRECTORS OF THE

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Tuesday, April 18, 2006

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College Auditorium 33 Gough Street

San Francisco, CA 94103

DOCUMENTS DEPT

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8/06

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Issued: Tuesday, April 11, 2006

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

TUESDAY, APRIL 18, 2006

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes April 5, 2006 (Action Item)
- 3. Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - a Personnel Issues
- 4. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (*Action Item*)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 5. Public Testimony on Non-Agenda Items (Discussion Item)
- 6. Future Agenda Items (Discussion Item)
- 7. Adjournment (Action Item)



PRIVATE INDUSTRY COUNCIL

of San Francisco, Inc.

creating employment

NOTICE OF A PUBLIC MEETING

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

Date: Friday, April 28, 2006

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College

Auditorium 33 Gough Street

San Francisco, CA 94103

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Issued: Wednesday, April 21, 2006

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

FRIDAY, APRIL 28, 2006

Public Testimony will be taken throughout the meeting

Adoption of the Agenda (Action Item)							
2. Adoption of minutes from April 18, 2006 (Action Item)							
3.	Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e): a. Personnel Issues						
4.	Reconvene in open session a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (<i>Action Item</i>) b. Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (<i>Action Item</i>)						
5.	Conflict of Interest Form 700 (Discussion Item)						
6.	Recommendation for Elderly Refugee Citizenship Services (Action Item)						
7.	Recommendations for FY 06-07 PIC, Inc. Organization and Staffing (Action Item)						
8.	Follow up of Information Technology Consortium (ITC) Presentation (Discussion Item)						
9.	Public Testimony on Non-Agenda Items (Discussion Item)						
10.	Future Agenda Items (Discussion Item)						
11.	Adjournment (Action Item)						

ORDINANCE NO.

1	[Workforce Investment E	Board and Private Industry Cou	uncil Conflict of Interest Codes.]
2			
3	Ordinance amending s	ections 3.1-207 and 3.1-350	of the Campaign and Governmenta
4	Conduct Code to upda	te the list of designated emp	ployees who must file financial
5	disclosure statements		
6	Note:	Additions are single-underlin	
7		deletions are strikethrough in Board amendment addition	s are double underlined.
8		Board amendment deletion	s are strikethrough normal.
9	Be it ordained by	the People of the City and Cou	unty of San Francisco:
10	Section 1. The S	an Francisco Campaign and G	Sovernmental Conduct Code is hereby
11	amended by amending S	Sections 3.1-207 and 3.1-350,	to read as follows:
12			
13	SEC. 3.1-207. ECONOI	MIC DEVELOPMENT, MAYOR	R'S OFFICE OF
14	Disclosure Categor	y 2. Persons in this disclosure co	ategory shall disclose all investments and
15	business positions in any b	usiness entity, and income from a	ny source, which has submitted a proposa
16	to enter into or who has en	tered into any contract, subcontra	act or other financial agreement voted on
17	or otherwise discussed by t	he Workforce Investment Board a	during the period covered by the disclosur
18	statement.		
19	Designated Positions		Disclosure Categories
20	Executive Director		<i>All</i> -1
21	Director, Base Re-use a	nd Development	1
22	Director, Public Finance		1
23	Project Directors		1
24	Project Managers		1
25	Member Workforce Invest	nent Board San Francisco	2

SEC. 3.1-350. PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. WORKFORE

(a) — Disclosure Category 2. Persons in this disclosure category shall disclose all investments and <u>business</u> positions <u>in any business entity of management in</u>, and income from an <u>source, which organization that, during the period being reported,</u> has <u>submitted a proposal propose</u> to enter into or <u>who</u> has entered into a<u>ny contract</u>, subcontract or other financial agreement with the Private Industry Council of San Francisco, Inc. <u>during the period covered by the disclosure statement</u>.

(b) — Disclosure Category 3. Members of the Workforce Investment San Francisco Board an of its Executive Committee, Employer Services Committee, One Stop Committee, Program Resources Committee, and any other committee of the Workforce Investment San Francisco Board that recommends or selects parties to financial agreements with the Private Industry Council of San Francisco, Inc. shall disclose all income from, and investments and positions of management in any organization that, during the period being reported, has been a candidate for any financial agreement with the Private Industry Council of San Francisco, Inc. that is subject to the Board's selection.

 Designated Positions
 Disclosure Categories

 Member, Private Industry Council Board of Directors
 2

 Member; Workforce Investment San Francisco Board
 3

 Member, Designated Committee of the Board
 2.3

 Member, Senior Leadership Team, Private Industry Council of San Francisco, Inc.
 2.3

President, Private Industry Council

1 2

•	Chief Operating Officer, 17thate massing Council	
2	Vice Presidents, Private Industry Council	2
3	Chief Financial Officer, Private Industry Council	
4	Directors, Private Industry Council	2
5	Assoc. Vice Presidents, Private Industry Council	
6	Grant Specialists, Private Industry Council	
7	Contract Specialists, Private Industry Council	
8	Consultants*	1
9		
0	*With respect to consultants, the President of the Private Industry	Council may determine in
1	writing that a particular consultant is hired to perform a range of do	uties that are limited in
2	scope and thus is not required to comply with the disclosure required	rements described in this

category. Such determination shall include a description of the consultant's duties and, based

upon that description, a statement of the extent of disclosure requirements. The President shall forward a copy of this determination to the Board of Supervisors. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

APPROVED AS TO FORM: DENNIS J. HERRERA, City Attorney

Chief Operating Officer Private Industry Council

By:

MARIAM MORLEY

Deputy City Attorney

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PRIVATE INDUSTRY COUNCIL

of San Francisco, Inc.

employment opportunities

MEMORANDUM

TO: BOARD OF DIRECTORS

DATE: APRIL 21, 2006

FROM:

WESLEY L. DIXON, PRESIDE

SUBJECT: RECOMMENDATION FOR ELDERLY REFUGEE CITIZENSHIP SERVICES

(Agenda Item #6)

ACTION REQUESTED

The PIC Board of Directors is asked to approve an expenditure plan for Refugee Employment Social Services (RESS) funds set aside for elderly refugee citizenship services.

BACKGROUND

The federal Office of Refugee Resettlement set aside funds in 2005 formula Refugee Employment Social Services allocations for the provision of citizenship and naturalization services to refugees and asylees aged 60 and older. The services are to be prioritized for those refugees and asylees who may be at risk of losing, or have already lost, their Supplemental Security Income benefits.

On March 15, 2006, the PIC issued a solicitation for qualified refugee service providers to present their qualifications and proposed services for San Francisco's set aside services amount of \$13,336.

One proposal was received by the April 7th deadline. The proposal was read and scored by two members of a review Task Force. Enclosed is the proposal evaluation.

RECOMMENDATION

Staff recommends funding the applicant, Jewish Family and Children's Services. The proponent is an experienced refugee service provider with a good track record, and targets its services to older refugees.

Staff will be present at your April 28th meeting. If you have any questions before the meeting, call Karen Hart at 923-4260.

Enclosure



ELDERLY REFUGEE CITIZENSHIP SERVICES PROPOSAL EVALUATION

PROPONENT: Jewish Family and Children's Service

PROPOSAL NO : 1

PRC	OGRAM CRITERIA	PTS.
1.	Targeted population to be served and recruitment methods [20 pts.]	16
2.	Proposed services to be provided [20 pts.]	18
3.	Experience providing elderly refugee citizenship and naturalization services [20 pts.]	13
4.	Number to be served and cost per person served [20 pts.]	17
5.	Expected Results and Feasibility [20 pts.]	18
	TOTAL	82

COMMENTS AND RECOMMENDATIONS

This proposal is recommended for the \$13,336 in funds set aside for elderly refugee citizenship services.

The proponent demonstrated a track record of providing citizenship and naturalization services to refugees and asylees. However, the proponent did not distinguish if the 5,000 refugees it has served in the past nine years were 60 years of age and above. An additional concern is that the proponent targets refugees and asylees only from the former Soviet Union

Budget calculations are incorrect. Based on figures provided, the total amount adds up to \$13,501; however only \$13,336 is available for these services in San Francisco.





MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: APRIL 24, 2006

FROM:

WES DIXON, PRESIDENT

SUBJECT: RECOMMENDATIONS FOR FY 06-07 PIC, INC. ORGANIZATION & STAFFING

Met on WD

(AGENDA ITEM 7)

ACTION REQUESTED

The Board of Directors is asked to advise its President regarding corporate organization and staffing for the fiscal year beginning July 1, 2006, and approve or amend the attached draft Resolution authorizing the President to take steps necessary to control costs.

BACKGROUND

At your February 24 meeting, you reviewed a 2005 WISF Board Resolution authorizing the PIC President to control corporate costs for the current year. In subsequent meetings, you were made aware of the projected drop in overall grant revenue available to the PIC.

On April 26 you will meet jointly with the WISF Board's Executive Committee to discuss the upcoming distribution of Workforce Investment Act formula funds. Both Boards have been advised of the US Department of Labor's aborted attempt to use 2000 Census data and the resulting delay in publishing local allocations.

RECOMMENDATION

In the absence of actual WIA allocations, and without knowing (until Wednesday) the WISF Board's expectations of the PIC, staff desires your strategic advice for managing an anticipated deficit of \$872,000 (~15 layoffs).

Potential actions for which your advice and counsel are sought include the following:

- · Issuing notices of layoff to all employees on or about May 1, 2006;
- · Consolidating PIC's six units into three, and reconfiguring several job descriptions; and
- Negotiating with WISF's One Stop Operator to absorb selected PIC functions.

The attached draft Board of Directors' Resolution addresses these actions and authorizes the PIC President to control corporate costs for the next fiscal year beginning July 1, 2006.

If you have questions prior to the meeting, please call me at 415.923.4465.





PRIVATE INDUSTRY COUNCIL of San Francisco. Inc.

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PIC BOARD OF DIRECTORS RESOLUTION

WHEREAS, the Private Industry Council of San Francisco, Inc. (PIC) is facing a critical budget shortfall in fiscal year 2006-2007, and beyond;

WHEREAS, the Board of Directors (Board) wishes to confer authority on the President to take whatever appropriate measures are necessary in order to address the budget shortfall;

NOW, THEREFORE, BE IT RESOLVED, that the President shall take all appropriate steps to ensure a balanced budget; and

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the President is hereby authorized to take any of the following actions:

- (1) Implementing staff reductions and sending related layoff notices;
- (2) Consolidating PIC's work units and reconfiguring jobs;
- (3) Negotiating with WISF's One Stop Operator to absorb selected PIC functions;
- Eliminating all discretionary expenditures, including bonuses and unscheduled compensation adjustments;
- (5) Negotiating with any labor unions, as necessary and required by law, in order to effectuate fiscal savings.

FURTHER RESOLVED: That the PIC Board of Directors has reviewed and approved this resolution this 28th day of April 2006.

Steve Arcelona, Chair of PIC Board of Directors	Date





PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING
OF THE
BOARD OF DIRECTORS OF THE
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

Date: Friday, May 26, 2006

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College

33 Gough Street

San Francisco, CA 94103

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163 E-mail: soff@51gou.org

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

If you require special accommodation due to a disability, please call Cynthia Vasquez at 415-923-4464 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Friday, May 19, 2006





PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING OF THE BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

Date: Friday, May 26, 2006

Time: 9:00 a.m. - 11:00 a.m.

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Issued: Friday, May 19, 2006

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, MAY 26, 2006

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from March 24, 2006 (Action Item)
- 3. Customized Training Recommendations (Action Item)
 - a. City College of San Francisco Local 2 Hotel/Restaurant
 - b. City College of San Francisco Local 87 Janitors
- 4. WIA Formula Adult Program Performance Review and Funding Recommendations (Action Item)
- 5. Chairs Report (Discussion Item)
- 6. Presidents Report (Discussion Item)
- 7. Public Testimony on Non-Agenda Items (Discussion Item)
- 8. Future Agenda Items (Discussion Item)
- 9. Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - Personnel Issues
- 10. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 11. Adjournment (Action Item)



employment

MEMORANDUM

TO: BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL DATE: MAY 19, 2006

FROM: WES DIXON, PRESIDE

SUBJECT: RECOMMENDATION TO APPROVE CUSTOMIZED TRAINING FUNDING TO

THE SAN FRANCISCO HOTEL/RESTAURANT LABOR/MANAGEMENT

EDUCATION FUND (AGENDA ITEM 3A)

ACTION REQUESTED

The Board is asked to approve funding in the amount of \$138,262.50 for San Francisco Hotel/Restaurant Labor/Management Education Fund to operate a customized training program with City-College of San Francisco as the selected training provider for the benefit of UNITE HERE Local 2 members that have yet to be fully identified. The total cost of the training is \$276,525\$. San Francisco Hotel/Restaurant Labor/Management Education Fund will match WIA Customized Training Funds in the amount of no less than \$138,262.50, drawing on employer contributions to the fund, to enhance the skills of 200 incumbent entry-level hospitality workers, enabling them to advance in their careers or to obtain additional hours of employment to improve their self-sufficiency and qualify for employer soonsored health care.

BACKGROUND

On April 11, 2003, the Executive Committee adopted a Customized Training policy recommended by the Employer Services Committee. The intent of the Customized Training Program is to meet the special skills requirements of an employer or a group of employers. The training is typically provided by a third party trainer selected by the employer. The training targets unemployed individuals or employed individuals who earn less than the self-sufficient wage as determined by the Workforce Investment San Francisco (WISF) Board. Under the Workforce Investment Act, the employer is required to cover at least 50% of the training cost. However, the WISF Board's Customized Training policy states: "In cases where employers are unable to pay for at least 50% of the training cost, private funds, such as philanthropic dollars, may be used to substitute the employer's fee."

On May 15, 2006, San Francisco Hotel/Restaurant Labor/Management Education Fund and City College of San Francisco jointly submitted a proposal for funding of a Customized Training program. Based on staff's review of the proposal, the program intends to train 200 individuals who currently earn between \$10.29 to \$15.09 per hour. The program is designed to teach incumbent entry-level hospitality staff job skills that will enable them to advance in their career

ladder or gain additional skills that would make them marketable for other food and beverage jobs in the industry and qualify for employer sponsored health care benefits.

The duration of the course is 48 hours. Unite Here Local 2, as the intermediary between the hotels and properties and the WISF, has agreed in good faith to make an effort to see that individuals are retained, advanced and receive placement assistance upon successful completion of the training. Advancement takes the form of new job responsibilities and a wage increase.

Since this program was developed as a solution to workforce needs in the industry, the program is not linked to any single employer. San Francisco Hotel/Restaurant Labor/Management Education Fund would serve as an intermediary acting on behalf of multiple employers. This arrangement is consistent with the WISF's Customized Training policy, and at least 50% of the cost of training is provided.

RECOMMENDATION

Staff recommends that the Board approve the project.

If you have any questions prior to the meeting, please contact Magdalena Campos at (415) 401-4915.

May 15, 2006

Ms. Magdelena Campos Private Industry Council of San Francisco, Inc. 3120 Mission Street San Francisco, CA 94102

cc: Wes Dixon, Private Industry Council of San Francisco Brenda Brown, Private Industry Council of San Francisco

Dear Ms. Campos,

I'm pleased to submit to you and the Private Industry Council of San Francisco the attached customized training proposal. The proposed series of career ladder training classes is designed for UNITE HERE Local 2 members who are interested in attaining the necessary job skills to advance into higher paying jobs in the hospitality industry. The employer sponsor for this program is the San Francisco Hotel/Restaurant Labor/Management Education Fund. The labor partner is UNITE HERE Local 2, with a total of 9,800 members represented in the Education Fund.

The hospitality and tourism industry generates \$6.7 billion dollars for the San Francisco economy and is the largest private sector employer in the City. This career ladder training program is an excellent investment of customized training funds. The program will increase the economic self-sufficiency of individual hotel workers who receive the training. Similar training programs conducted by City College and funded by the SF PIC, United Way and the Department of Labor have produced a 25% increase in the self-sufficiency rating of trainees and increased trainees access to employer sponsored health care.

In addition, increasing the pool of trained workers who will advance into higher skilled, higher wage jobs will strengthen the hospitality industry. These highly trained workers will provide superior guest service to customers who visit the hotels, restaurants and convention facilities in San Francisco. In addition, new entry-level positions will be created in the industry as trainees move up the career ladder.

I am submitting this proposal with the understanding that the formula that was agreed upon by the Private Industry Council of San Francisco to qualify workers for inclusion in the Customized Training Program is a "self-sufficient wage." This self-sufficient wage was calculated to be 75% of the San Francisco Self-Sufficiency Standard for one adult and one school age child. In the current version of the Self-Sufficiency Calculator, for San Francisco, as administered by the National Economic Development Law Center (NEDLC) the Self-Sufficiency Standard is \$3,537 per month.

If one takes 75% of this figure, the amount is \$2,652.75 per month or \$15.31 per hour. It seems that these amounts should be the amounts stated in Employer Assurances #4 as the self-sufficient wage that eligible trainees are not currently earning. In addition, it was made clear in our 2003 customized training contract with the SF PIC for similar training that hospitality workers who do not always work 40 hours per week could qualify for the training either by their hourly wage being below the self-sufficient hourly wage rate or by their average monthly income over the past six months being below the self-sufficient monthly amount.

Please contact me at 267-6565 if you have any questions about the proposal. I look forward to the decision of the Private Industry Council Board at the May 26^{th} , 2006 meeting.

Sincerely,

John Carrese Hotel Program Coordinator City College of San Francisco



Company: SF Hotel/Restaurant Labor/Management Ed. Fund Telephone #: 415.989.8726

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CUSTOMIZED TRAINING PROPOSAL

I. EMP	LOYER	INFORMA	ATION:
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Address:	760 Market Street, Suite 1066	Training Site Address (If Different):
	San Francisco, CA 94102	Downtown Campus, CCSF and
		Downtown SF Hotels
Name and	title of contact person: Joan Ortega	
Individual(s) authorized to sign and negotiate contract	: Joan Ortega
Number of	full-time employees: 9,800 workers in Edu	ucation Fund Incorporated: YES[] NO[x]
TRAINING	PROVIDER INFORMATION:	
Organizati	on: City College of San Francisco	Telephone #: _267-6565
Address:_8	88 Fourth Street, 2 nd floor; San Francisco,C	A 94103
Name & Ti	tle of Contact Person: John Carrese	
Federal Er	nployer Identification Number: 94-1721925	
State Ident	tification Number: N/A	
Workers' C	Compensation Policy Carrier: SF Communit	ty College District is self-insured
Workers' C	Compensation Policy No.:	Expiration Date:
PIC's Eligil	ble Training Provider Lists (ETPL) Number	(if applicable)

III. CONTRACTOR INFORMATION:

Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco, CA 94102-3228 (415) 923-4003

IV. TRAINING PROGRAM DATA (To be completed by Employer and Training Provider):

IV. TRAINING PROGRAM DATA (To be completed by Employer and Training Provider):							
lo. of Trainees	Participant(s) Job Title	Start Date	End Date	Train- ing Hours	Pre- Training Wage	Post- Training Wage	Post Training Title
23	room cleaner, kitchen steward	9/15/06	11/15/06	48	\$10.29- \$15.09		banquet and ala carte busser & barback
23	busser, barback	9/15/06	11/15/06	48	\$10.29- \$15.09		banquet and ala carte server
22	room cleaner, kitchen steward	10/15/06	12/15/06	48	\$10.29- \$15.09		Food concession worker, cashier
22	room cleaner, kitchen steward	1/13/06	3/13/06	48	\$10.29- \$15.09		banquet and ala carte busser & barback
22	busser, barback	1/13/06	3/13/06	48	\$10.29- \$15.09		banquet and ala carte server
22	room cleaner, kitchen steward	1/13/06	3/13/06	48	\$10.29- \$15.09		Food concession worker, cashier

22	room cleaner, kitchen	1/13/06	3/13/06	48	\$10.29-	banquet and ala carte
	steward				\$15.09	busser & barback
22	busser, barback	1/13/06	3/13/06	48	\$10.29-	banquet and ala carte
					\$15.09	server
22	room cleaner, kitchen	3/27/06	5/15/06	48	\$10.29-	Food concession works
	steward				\$15.09	cashier
200				48		

(a)	Recruitment:
	Do you need help in the recruitment of trainees? No

If so, how many trainees do you need to recruit?

Will there be positions vacated as a result of advancement? Yes

If so, do you need assistance in recruitment? Yes

(b) Trainee Qualifications:

Do you have an employee minimum qualification skill set? This would be a set of expected employee skills such as computer skills, literacy and fluency in English, and the like. X□ Yes (please attach) □ No

Would you like PIC to help you compile one? □ Yes X□ No

V. TRAINING OUTLINE (to be completed by Employer and Training Provider)

EMPLOYER'S TITLE FOR THIS JOB: Busser, Barback, Ala Carte Server, Food Concession Worker, Cashier

To be completed by the employer

(1) Provide a thorough description of the job skills for which training is being requested:

The job skills that the SF hotel/Restaurant Labor/Management Education Fund needs employees to be trained in are attached for the following Food and Beverage positions:

- Busser
- Barback
- Food Concession worker
- Ala Carte Server
- (2) How would you define successful completion of training program? Please be specific, as this definition will be used to evaluate success of training program and the participants' suitability for post training placement/advancement:

Successful completion of the program will be defined as:

- a) trainees will possess the required skill sets in the entry-level and advanced positions needed by SF hotels and F&B
 operators that will enable trainees to apply for and receive additional part-time, seasonal, or full-time employment in
 new job classifications to increase their access to employer-sponsored health care and their overall annual income.
- b) 80% of trainees will increase their self-sufficiency rating by a minimum of 10%.

In addition, UNITE HERE Local 2 and the hotels and other properties that contribute to the SF Hotel/Restaurant Labor/Management Education Fund will undertake the following in relation to building an on-going training partnership with the SF PIC:

- a) A good faith effort will be made to retain all successful completers of the training program.
- b) A good faith effort will be made to assist all successful completers with applying for open entry-level Food and Beverage positions such as busser, barback, server, food concession worker and cashier that are posted in SF hotels and properties.

CTP 9/19/05

- c) A good faith effort will be made, within the context of the economic conditions in the hotel industry and the collective bargaining agreement as it relates to promotion and transfer language, to provide employment opportunities to successful completers that will result in increased hours of employment.
- d) To document the demand for entry-level and advanced food and beverage positions, to the best of our ability, over the period in which the training takes place (2006-07.)
- (3) Do you have an assessment tool to assess trainee's skills attainment? x Yes No If yes, please attach.

To be completed by the Training Provider

Include a detailed outline of training to be provided, tasks to be learned, and approximate hours of training required for each task

Training Outline and Evaluation Instrument Attached

/I. TRAINING COST (To be completed by Training Provider):

	Cost
A. INSTRUCTIONAL COST	\$268,000
B. TRAINING MATERIALS	\$4,525
C. TRAINING FEES	\$4,000
TOTAL	\$276,525
EMPLOYER CONTRIBUTION (1/2 OF TOTAL)	\$138,262.50

/II. INSTRUCTOR'S QUALIFICATION (To be completed by Training Provider):

Name & Title of Instructor: Ivor Bradley and Lori Admokom

Years of Relevant Experience: Mr. Bradley and Ms. Admokom each have about 20 yrs. in the restaurant industry and are highly qualified to teach these food and beverage skills classes.

Does he/she have a teaching certificate or other credential (if yes, please attach a copy)? Mr. Bradley and Ms. Admokom - yes (please see attached for both)

References: Please attach at least two clients for which comparable training was performed by you.

/III. ORGANIZED LABOR CONCURRENCE: (If under collective bargaining agreement, to be completed by Employer)

Concurrence given by: Mike Casey NAME OF UNION REPRESENTATIVE

Title: President, UNITE HERE Local 2 Date: 5/15/06

EMPLOYER ASSURANCES

As a condition of the Customized Training Agreement, the Employer must:

- 1. Identify customized training program participants.
- Make good faith effort to hire or advance trainee(s) at the successful completion of the training within 30 calendar days. Advancement must take the form of wage increase, work hour increase, benefit increase or a combination of all three.
- For the training of existing employees, provide the participants with an increase in benefits or earnings, and a greater potential for career advancement when compared with those received prior to their training.
- Insure all trainees are not currently earning a self-sufficient wage that has been determined by the Local Board as \$15.08 per hour or \$2,613.87 per month. Providing supporting documentation such as salary records, W-2 forms or the like will satisfy this.
- 5. Pay at least 50% of the training cost plus any agreed upon administrative costs.
- Make payment of the Employer Contribution to the PIC in two installments; 50% upon signing of the agreement, and the balance upon completion of the training program regardless of trainee(s)' training performance outcome.
- 7. Provide quarterly data to PIC for monitoring review and continuous improvement purposes.

PIC ASSURANCES

As a condition of the Customized Training Agreement, the PIC will:

- Administer the customized training funds.
- 2. Monitor the training provider's performance.
- 3. Facilitate communication between the employer and the training provider.
- Report monthly, quarterly and annual program outcomes as needed for the Employer, the Training Provider and the WIB Employer Services
 Committee
- 5. Provide trainee's eligibility certification.
- 6 Provide authorization of enrollment subject to the Employer's selection.
- 7. Retain license or title to intellectual, personal, and real property produced or purchased under the agreement.
- 8. Approve Employer's successful completion criteria.

TRAINING PROVIDER ASSURANCES

is a condition of the Customized Training Agreement, the Training Provider must:

- Provide periodic progress reports of participants to PIC as requested.
- Comply with all provisions of state and federal equal opportunity and nondiscrimination laws including but not limited to: Title VI and VII of the CMI Rights Act of 1994, as amended; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.
- Not exclude from participation in, deny the benefits of, subject to discrimination by, or deny employment in the administration or any program
 or activity any individual because of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- 4. Comply with the child labor provisions of the Fair Labor Standards Act (FLSA.)
- 5. Comply with provisions that limit the use of funds for political activities.
- Disclose lobbying activities pursuant to 31 USC 1352.
- Establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 8. Maintain appropriate standards of health and safety in work and training.
- Comply with the required provision of workers' compensation protection to participants in customized training, at the same level and to the same extent as other employees of the employees who are covered by a state or industry workers' compensation insurance or medical and accident insurance for injury or disease resulting from their participation.
- 10. Insure the program has adequate administrative controls, personnel standards, evaluation procedures, availability of in-service training and other policies as may be necessary to promote the effective use of the subcontract funds.
- 11. Insure all of the training provider's employees and all of its subcontractors (if applicable) will act professionally and will comply with all requirements of the indext a Privacy Act, all pertinent requirements of California State law (specifically, section 1798.55 of its Civil Code, section 10850 of its Health and Welfare Institutions Code, section 501 of its Penal Code, and section 2111 of its Unemployment Insurance Code), all pertinent requirements of the San Francisco Administrative Code, agreements which the PIC has entered into with agencies of the Federal, State of California, and City and County of San Francisco governments and the PIC's policies and procedures in treating all particularized information on individual employers and participants confidentially, sharing such information in with other authorized persons or organizations, and formally requesting written authorization from the PIC before releasing such information in specific circumstances where the applicability of any of these requirements might be unclear.
- 12. Comply with the provisions of the Fair Employment and Housing Act (Govt. Code, Section 12900 et seq.) the regulations promulgated thereunder (California Administrative Code, Title 2, Section 285.0 et seq.) the provisions of Article 9.5, Chapter 1, Part 1, Division 11135 11139.9) and the regulations or standards implement such article.
- Understand that it may be subject to the examination and audit of the Auditor General for a period of three years after final payment under the subcontract (Govt. Code Section 10532.)
- Certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal debarment or agency [Executive Order 12549, Debarment, and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities.]
- 15. Provide occupational skills training as subcontracted.
- 16. Assist the employer and employee with job retention services when necessary.





employment opportunities

MEMORANDUM

TO: BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL DATE: MAY 19, 2006

FROM: WES DIXON, PRESIDENT

SUBJECT: RECOMMENDATION ON CUSTOMIZED TRAINING FUNDING TO THE SERVICE

EMPLOYEES INTERNATIONAL UNION LOCAL 87 (AGENDA ITEM 3B)

ACTION REQUESTED

The Board is asked to review a request for funding in the amount of \$2,000 for Service Employees International Union (SEIU) Local 87 to operate a customized training program with City College of San Francisco as the selected training provider for the benefit of SEIU Local 87 members that have yet to be fully identified. The total cost of the training is \$4,000. SEIU Local 87 is listed as the employer of record, however, there is no mention on how the WIA Customized Training funds of \$2,000 will be matched. The project targets 20 janitors and proposes to train them for entry level office work by providing them with twenty hours of training in Microsoft Windows and Word.

BACKGROUND

On April 11, 2003, the Executive Committee adopted the Customized Training policy recommendation by the Employer Services Committee. The intent of the Customized Training Program is to meet the special skills requirements of an employer or a group of employers. The training is typically provided by a third party trainer selected by the employer. The training targets unemployed individuals or employed individuals who earn less than the self-sufficient wage as determined by the Workforce Investment San Francisco (WISF) Board (currently \$15.08). Under the Workforce Investment Act, the employer is required to cover at least 50% of the training cost. However, the WISF Board's Customized Training policy states: "In cases where employers are unable to pay for at least 50% of the training cost, private funds, such as philanthropic dollars, may be used to substitute the employer's fee."

On May 16, 2006, Service Employees International Union (SEIU) Local 87 and City College of San Francisco jointly submitted a proposal for funding of a Customized Training program. Based on staff's review of the proposal, the program intends to train 20 individuals who currently earn, as janitors, \$11 to \$14 per hour. The proponents plan to provide 20 hours of training in computer skills to individuals with no prior knowledge of computers and qualify them for entrylevel office jobs.

The proposal does not identify employers willing to hire or even local labor market demand for individuals with very low computer skills in order for the trainees to secure employment in entry level clerical occupations after the completion of the training.

This proposal does not meet the requirements of the Customized Training policy to provide training to meet special skills requirements of an employer or a group of employers.

RECOMMENDATION

Staff recommends that the Board not approve customized training funds for the project.

If you have any questions prior to your May 25th meeting, please contact Magdalena Campos at (415) 401-4915.

Telephone #: (415) 885-0087

Training Site Address (If Different):



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

EMPLOYER INFORMATION:

Address:

Company: Service Employees International Union Local 87

240 Golden Gate Avenue

San Francisco, CA 94102

creating employment opportunities

CUSTOMIZED TRAINING PROPOSAL

	ne and title of contact person: <u>Ha</u> vidual(s) authorized to sign and i						
	ber of full-time employees:_ 8	_	_			ed: YES[]	NO[x]
II. TRA	NING PROVIDER INFORMATION	ON:					
Org	anization: City College of San F	rancisco		те	elephone #:	(415) 267-657	2
	ress: 88 4 th Street, San Francis						
Nan	ne & Title of Contact Person: Ju	dy Teng, [Dean of C	ontract &	Continuing I	Education	
Fed	eral Employer Identification Num	ber: 94-1	721925				
Stat	e Identification Number:			N/	Α		
Wor	kers' Compensation Policy Carri	er: SF Co	mmunity	College D	istrict is self	f-insured	
Wor	kers' Compensation Policy No.:			E	xpiration Da	ate:	
PIC	s Eligible Training Provider Lists	(ETPL) N	lumber (if	applicable	e)		
Priv 745 San (415	NTRACTOR INFORMATION: ate Industry Council of San Fran Franklin Street, Suite 200 Francisco, CA 94102-3228 i) 923-4003 INING PROGRAM DATA (<i>To b</i>		ted by Er	mployer a	nd Training		
lo. of		Start	End	Tarinina	Pre- Training	Post- Training	
io. or Trainee:	Participant(s) Job Title	Date	Date	Training Hours	Wage	Wage	Post Training Title
20	Janitors	6/5/06	6/26/06	20	\$11-14/hr	\$11-14/hr	Trainees will be applying
							for entry-level office

a)	Recruitment: Do you need help in the recruitment of trainees? No			
	If so, how many trainees do you need to recruit?	moder .		
	Will there be positions vacated as a result of advancement	ent? Yes		
	If so, do you need assistance in recruitment? No			
(b)	Trainee Qualifications: Do you have an employee minimum qualification skill se	et? This would be a se	t of expected employee ski	lls such
	as computer skills, literacy and fluency in English, and the	he like. x Yes (please	attach) No	
	Would you like PIC to help you compile one?	□ Yes	□ No	
	Employee Minimum Qualification Skill Set:			
	 English-as-a-Second Language (ESL) Level 4 of Placement Test) 	or higher (based on City	College of San Francisco	ESL
	o A commitment to attend all classes and meet w	ith SEIU Local 87		
	 Support staff on a regular basis. 			
	 Must be a member of Service Employees Intern 	ational Union Local 87		
	No prior computer experience required.			
	COMPUTER STITLE FOR THIS JOB: STEP UP: COMPUTER	RAINING FOR CUST	ODIANS	
	ovide a thorough description of the job skills for which train	ning is being requester	d:	
	Computer training is offered to custodians in order for create resume in MS Word, to create and maintain emause.			
	ow would you define successful completion of training pro evaluate success of training program and the participant			
	Successful completion of the training program will be de a) Trainees will possess the required skill sets in the for and receive additional skills for full time employ annual income.	entry-level positions ne		
	you have an assessment tool to assess trainee's skills a	ttainment? X Yes	No	
	es, please attach.			
	es, piease attacn.			
	es, piease attach.			

To be completed by the Training Provider

Include a detailed outline of training to be provided, tasks to be learned, and approximate hours of training required for each task.

Topic	Description	Number of Hours
Introduction to Windows	Designed to help students master Windows dialog boxes, menus, file management techniques, and customizing their PC for Windows. The students will learn how to effectively use Program Manager, File Manager, organize document application windows on the desktop.	. 6
Beginning MS Word	Introduces wordprocessing software and terminology. Students learn to create, format, edit and print documents using MS Word. Features covered include formatting procedures (such as changing margins, line spacing and tab stops) and emphasizing text (such as underlining and centering). Word Basics Creating a document Editing, Previewing, Saving and Printing the document Basic Editing Skills Navigating through a document Searching and Replacing	7
	TOTAL NUMBER OF HOURS	20

Date of Training	Time	Number of Hours	Location
6/05/06, Monday	2:00 – 4:00pm	2	240 Golden Gate Avenue
6/07/06, Wed.	2:00 - 4:00pm	2	240 Golden Gate Avenue
6/09/06, Friday	2:00 – 4:00pm	2	240 Golden Gate Avenue
6/12/06, Monday	2:00 – 4:00pm	2	240 Golden Gate Avenue
6/14/06, Wed.	2:00 – 4:00pm	2	240 Golden Gate Avenue
6/16/06, Friday	2:00 – 4:00pm	2	240 Golden Gate Avenue
6/19/06, Monday	2:00 – 4:00pm	2	240 Golden Gate Avenue
6/21/06, Wed.	2:00 – 4:00pm	2	240 Golden Gate Avenue
6/23/06, Friday	2:00 - 4:00pm	2	240 Golden Gate Avenue
6/26/06, Monday	2:00 - 4:00pm	2	240 Golden Gate Avenue
Tota	Training Hours	20	

	TRAINING	COCT	/T- L-				
VI.	DAINING	CUSI	(IO De	completed b	y iraining	Provid	ier):

	Cost
A. INSTRUCTIONAL COST	
B. TRAINING MATERIALS	
C. TRAINING FEES	
TOTAL	\$4,000
EMPLOYER CONTRIBUTION (1/2 OF TOTAL)	\$2,000

VII. INSTRUCTOR'S QUALIFICATION (To be completed by Training Provider):

Name & Title of Instructor: Rodolfo Padilla	
Years of Relevant Experience: 6 years	
December to the house a teaching certificate or other gradential (if you please attach a copy)? Yes	

References: Please attach at least two clients for which comparable training was performed by you.

Edgewood Center for Families and Children

2) Department of Energy

VIII.ORGANIZED LABOR CONCURRENCE: (If under collective bargaining agreement, to be completed by Employer)

Concurrence given by: Olga Miranda	
NA	ME OF UNION REPRESENTATIVE
Title: President	Date: 05/04/2006

EMPLOYER ASSURANCES

As a condition of the Customized Training Agreement, the Employer must:

- 1. Identify customized training program participants.
- 2. Make good faith effort to hire or advance trainee(s) at the successful completion of the training within 30 calendar days. Advancement must take the form of wage increase, work hour increase, benefit increase or a combination of all three.
- For the training of existing employees, provide the participants with an increase in benefits or earnings, and a greater potential for career advancement when compared with those received prior to their training.
- Insure all trainees are not currently earning a self-sufficient wage that has been determined by the Local Board as \$15.08 per hour or \$2,613.87 per month. Providing supporting documentation such as salary records, W-2 forms or the like will satisfy this.
- 5. Pay at least 50% of the training cost plus any agreed upon administrative costs.
- Make payment of the Employer Contribution to the PIC in two installments; 50% upon signing of the agreement, and the balance upon completion of the training program regardless of trainee(s)' training performance outcome.
- 7. Provide quarterly data to PIC for monitoring review and continuous improvement purposes.

PIC ASSURANCES

As a condition of the Customized Training Agreement, the PIC will:

- 1. Administer the customized training funds.
- Monitor the training provider's performance.
- 3. Facilitate communication between the employer and the training provider.
- Report monthly, quarterly and annual program outcomes as needed for the Employer, the Training Provider and the WIB Employer Services
 Committee.
- 5. Provide trainee's eligibility certification.
- 6. Provide authorization of enrollment subject to the Employer's selection.
- 7. Retain license or title to intellectual, personal, and real property produced or purchased under the agreement.
- 8. Approve Employer's successful completion criteria.

TRAINING PROVIDER ASSURANCES

As a condition of the Customized Training Agreement, the Training Provider must:

- 1. Provide periodic progress reports of participants to PIC as requested.
- Comply with all provisions of state and federal equal opportunity and nondiscrimination laws including but not limited to: Title VI and VII of the Civil Rights Act of 1964, as amended; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.
- Not exclude from participation in, deny the benefits of, subject to discrimination by, or deny employment in the administration or any program
 or activity any individual because of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- 4. Comply with the child labor provisions of the Fair Labor Standards Act (FLSA.)
- 5. Comply with provisions that limit the use of funds for political activities.
- 6. Disclose lobbying activities pursuant to 31 USC 1352.
- Establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- Maintain appropriate standards of health and safety in work and training.
- Comply with the required provision of workers' compensation protection to participants in customized training, at the same level and to the same extent as other employees of the employees who are covered by a state or industry workers' compensation statuse; and provision of workers' compensation insurance or medical and accident insurance for injury or disease resulting from their participation.
- Insure the program has adequate administrative controls, personnel standards, evaluation procedures, availability of in-service training and other policies as may be necessary to promote the effective use of the subcontract funds.

- 11. Insure all of the training provider's employees and all of its subcontractors (if applicable) will act professionally and will comply with all requirements of the feteral Privacy Act, all pertinent requirements of California State law (specifically, section 1798-55 of its CAVII Code, section 10850 of its Health and Welfare Institutions Code, section 501 of its Penal Code, and section 2111 of its Unemployment Insurance Code), all pertinent requirements of the San Francisco Administrative Code, agreements which the PIC nettered into with agencies of the Federal, State of California, and City and County of San Francisco Qovernments and the PIC's policies and procedures in treating all particularized information on individual employers and participants confidentially, sharing such Information with other tachtorized persons or organizations, and formally requesting written authorization from the PIC before releasing such information in specific circumstances where the applicability of any of these requirements might be unclear.
- Comply with the provisions of the Fair Employment and Housing Act (Govt. Code, Section 12900 et seq.) the regulations promulgated thereunder (California Administrative Code, Title 2, Section 285.0 et seq.) the provisions of Article 9.5, Chapter 1, Part 1, Division 11135 – 11139.9 and the regulations or standards implement such article.
- Understand that it may be subject to the examination and audit of the Auditor General for a period of three years after final payment under the subcontract (Govt. Code Section 10532.)
- Certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal debarment or agency [Executive Order 12549, Debarment, and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities.]
- 15. Provide occupational skills training as subcontracted.
- 16. Assist the employer and employee with job retention services when necessary.



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

creating employment opportunities

MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: MAY 19, 2006

FROM:

WESLEY L. DIXON, PRESIDE

SUBJECT: WIA ADULT GROUP SUBCONTRACTOR PERFORMANCE REVIEW AND INITIAL PROGRAM YEAR 2006 FUNDING RECOMMENDATIONS (AGENDA

ITEM #4)

ACTION REQUESTED

The Board of Directors is asked to review Program Years (PY) 2004 and 2005 performance outcomes for adult subcontractors, and approve an initial funding plan for PY 2006 WIA Adult group subcontracted services.

STATE PERFORMANCE REVIEW

In October 2005, PIC received the attached worksheet (Attachment A) detailing San Francisco's final PY 2004-05 performance with a comparison to its PY 2003-04 performance. Formulae used by the State to calculate performance are on Attachment B. There was an increase in the success rate in 12 of the 15 standards. In addition, San Francisco exceeded all four of the negotiated performance goals for Adults, thus making San Francisco eligible for a 25% Exemplary Performances award of \$3.856.

PY 2004 AND 2005 PEFORMANCE GOALS

When we negotiated current adult contracts, we were advised that the 2004 goals would be in effect until the State negotiated 2005 goals. We included the following statement and information in all adult group subcontracts:

Subcontractor will be evaluated on its performance outcomes according to the negotiated Participant Characteristics and Performance Goals Summary (PIC 122.1) and the degree to which it assists San Francisco to achieve its local performance goals. The following State required minimum performance standards for PY 2004 are still in effect until the State negotiates PY 2005 goals, as per WIA Draft Directive WIADD-92.

See Table on next page for specific (2004) goals included in all Adult subcontracts.

On March 23, 2006 we received Draft Directive WIADD – 113 providing proposed WIA 2005 local performance goals (retroactive to July 1, 2005). For PY 2005, the definition of employment retention has been changed. For success on this measure, the adult must be found employed in

both the second and third quarter after exit. (This is noted on Attachment B.) See Table below for proposed 2005 goals.

COMPARISON OF 2004 AND 2005 GOALS AND 2004 PERFORMANCE

Measure	2004 Goal	2005 Goal	2004 Actual
Entered Employment	71.2%	72.2%	79.9%
Retention	79.9%	76.9%	86.0%
Earnings Change	\$3,360	\$3,430	\$3,878
Employment & Credential	55%	56%	55.7%
MIA Droft Directive	MIADD 03	MIADD 112	

INDIVIDUAL SUBCONTRACTOR PERFORMANCE FOR PY 2004 & 2005

The data in the attached spreadsheets (Attachment C) reflect all of the performance paperwork that has been received and entered into the reporting database as of this date for outcomes through March 2006. Subcontractors' self-evaluations are also attached.

The data include actual versus planned enrollments for the current program year, and outcomes for the 2004 program year. Because of the complexity of the measures and differing time periods measured by the state versus our one-year contracts, the individual subcontractor data do not tell us much in relation to San Francisco's overall goal attainment.

AVAILABLE FUNDING

Because of difficulties in using census data to determine States' allotments this year, it is doubtful that local areas will be informed of their allocations before the year begins on July 1, 2006. In addition, the Executive Committee of the Workforce Investment San Francisco Board has not determined the portion of the allocations that will be available for group subcontracted training services. In light of that, the funding recommendations below are general in nature and do not specify dollar amounts.

FUNDING RECOMMENDATIONS

Staff based the general recommendations (Attachment D) on available enrollment and outcome data. It is not known if the adult amount allocated to San Francisco and the portion set aside by the Executive Committee for subcontracts will be sufficient to fund all of those as recommended.

PY 2006 PERFORMANCE GOALS

According to DOL, the four WIA adult statutory measures above remain intact for PY 2006. However, beginning PY 2006 (July 1, 2006), "certificate" will take the place of "credential". These changes, taken directly from the Department of Labor's Training and Employment Guidance Letter 17-05, are shown on Attachment E.

COMMON MEASURES

One way of evaluating and improving performance is to have common performance measures for programs with similar goals. Several federal departments have worked to define common measures, and as of July 1, 2005, these measures were implemented in the Department of

Labor (DOL) for the WIA title IB and Wagner-Peyser employment services and VETS programs. The Trade Adjustment Assistance (TAA) programs implemented the common measures on October 1, 2005.

When WIA is re-authorized, if it includes the common measures as indicators for performance as proposed by the Administration, there will be 3 adult measures:

- Entered Employment
- Employment Retention
- Average Earnings

Please see Attachment F, which contains the formulae for calculating the common measures.

WIA REAUTHORIZATION

The common measures will not be used as performance indicators until WIA is re-authorized. DOL has already negotiated PY 2006 performance levels with the States based on the current statutory four adult measures. For an update on WIA authorization, please see Attachment G, from the National Association of Workforce Boards.

Staff will be present at your May 25th meeting. If you have any questions before the meeting, please contact Karen Hart at 923-4260 or Alfredo Fajardo at 923-4229.

Attachments

cc: WIA Adult Group Program Subcontractors



		PY 04-05 Negotiated Performance Level	PY 04-05 Actual PY 04-05 Performance Success Level Rate	PY 04-05 Success Rate	Exceed / 80%+ (Pass) / Fail	PY 03-04 Negotiated Performance Level	PY 03-04 Actual Performance Level	PY 03-04 Success Rate	Exceed / 80%+ (Pass) / Faii	Change from Prior PY	2nd Year Failed?
Entered Rate	Adults	71.2%	%6.67	112.22%	П	same as 04-05	80.6%	113.19%	Ш	-0.97%	n/a
Employment	DW	77.9%	85.0%	109.11%	ш	same as 04-05	85.2%	109.40%	ш	-0.29%	n/a
Rate	Older Youth	60.4%	68.1%	112.75%	ш	same as 04-05	65.7%	108.73%	ш	+4.02%	n/a
	Aduits	%6.62	%0.98	107.35%	ш	same as 04-05	%0'82	%09'.26	۵	+9.75%	n/a
Retention	DW	88.4%	94.1%	106.45%	ш	same as 04-05	94.1%	106.43%	ш	+0.02%	n/a
Rate	Older Youth	%6.62	74.2%	92.87%	۵	same as 04-05	81.8%	102.40%	ш	-9.53%	n/a
	Younger Youth	47.5%	40.2%	84.63%	4	same as 04-05	33.7%	70.95%	Ŀ	+13.68%	ON
Earnings	Adults	\$3,360	\$3,878	115.45%	Е	same as 04-05	\$3,832	114.06%	ш	+1.36%	n/a
Change/Replacement DW	DW	87.4%	72.1%	82.49%	۵	same as 04-05	68.3%	78.10%	u.	+4.39%	ON
ui	Older Youth	\$3,070	\$4,308	140.33%	ш	same as 04-05	\$1,585	51.63%	4.	+88.67%	ON.
Six Months	Adults	%0.55	25.7%	101.27%	ш	20.0%	45.4%	%92.06	۵	+10.51	n/a
Credential/	DW	28.0%	78.2%	134.83%	ш	same as 04-05	73.1%	126.09%	ш	+8.74%	n/a
Diploma	Older Youth	30.0%	27.9%	93.00%	۵.	same as 04-05	21.5%	71.73%	L	+21.27%	ON
Rate	Younger Youth	25.5%	36.5%	65.77%	ш	25.0%	3.2%	5.87%	L	+59.90%	YES
Skill Attainment Rate Younger Youth	Younger Youth	67.4%	64.8%	96.14%	Ь	same as 04-05	64.1%	95.07%	Ы	+1.07%	n/a

	Eligible for	,		
Failed	0	0	0	-
Passed	0	-	2	2
Met or Exceeded	4	e	2	0
Performance Goals	4	4	4	က
PY 04-05 Performance	Adult	DW	Older Youth	Younger Youth

25% incentive award



1. Entered Employment Rate

Of those who are not employed at registration:

of adults who have entered employment by the end of the 1st quarter (Qtr.) after exit, divided by # of adults who exit during the quarter

2. Employment Retention Rate

Of those who are employed in 1st Qtr. after exit:

of adults who are employed in 3rd Qtr. after exit (2004)

of adults who are employed in both 2nd & 3rd Qtr. after exit (2005 & 2006), divided by

of adults who exit during the quarter

3. Adult Earnings Change in Six Months (2004 & 2005)

Of those who are employed in 1st Qtr. after exit:

[Total Post-Program Earnings (earnings in Qtr 2 + Qtr 3 after exit)] - [Pre-Program Earnings (earnings in Qtr 2 + 3 prior to registration)] divided by

of adults who exit during the guarter

Adult Average Earnings (2006)

Of those who are employed in the first, second, and third quarters after the exit quarter:

Total earnings in the second quarter plus total earnings in the third quarter after the exit quarter divided by

of adult participants who exit during the quarter.

4. Employment and Credential Rate

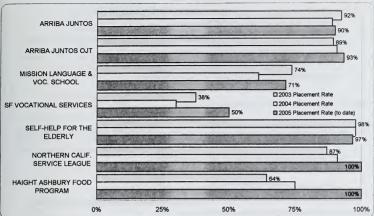
Of those who received training services:

of adults who were employed in the 1st Qtr. after exit and received a credential (2004/05) or certificate (2006) by the end of 3rd quarter after exit, divided by

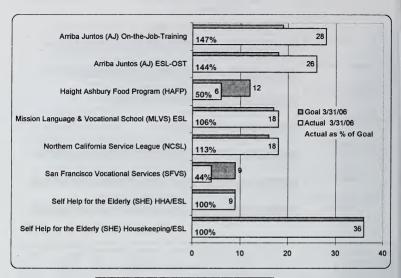
of adults who exited services during the guarter



WIA ADULT SUBCONTRACTORS PLACEMENT RATES



0%		25%	5	0%	759	6	100%
201 Group 2003 (beginning 7/2003)	Total Served	Enroll Goal	Total Exit	Term Rate	Total Place	Placement Rate	Placement/ erved
ARRIBA JUNTOS	26		26	100.00%	24	92.31%	92.31
ARRIBA JUNTOS OJT	28		28	100.00%	25	89.29%	89.29
MISSION LANGUAGE & VOC. SCHOOL	19		19	100.00%	14	73.68%	73.68
SF VOCATIONAL SERVICES	8		8	100.00%	3	37.50%	37.50
SELF-HELP FOR THE ELDERLY	45		45	100.00%	44	97.78%	97.78
NORTHERN CALIF. SERVICE LEAGUE	23		23	100.00%	20	86.96%	86.96
HAIGHT ASHBURY FOOD PROGRAM	14		14	100.00%	9	64.29%	64.29
Grand Total	163		163	100.00%	139	85.28%	85.28
201 Group 2004 (beginning 7/2004)	Total Served	Enroll Goal	Total Exit	Term Rate	Total Place	Placement Rate	Placement/ erved
ARRIBA JUNTOS	27	26	27	100.00%	24	88.89%	88.89
ARRIBA JUNTOS OJT	32	28	32	100.00%	29	90.63%	90.63
MISSION LANGUAGE & VOC.SCHOOL	18	18	18	100.00%	11	61.11%	61.11
SF VOCATIONAL SERVICES	10	9	10	100.00%	3	30.00%	30.00
SELF-HELP FOR THE ELDERLY	45	45	45	100.00%	44	97.78%	97.78
NORTHERN CALIF. SERVICE LEAGUE	24	22	22	91.67%	20	90.91%	83.33
HAIGHT ASHBURY FOOD PROGRAM	12	12	12	100.00%	9	75.00%	75.00
Grand Total	168		166	98.81%	140	84.34%	83.33
201 Group 2005 (7/2005 to 4/2006)	Total Served	Enroll Goal	Total Exit	Term Rate	Total Place	Placement Rate	Placement erved
ARRIBA JUNTOS	26	26	20	76.92%	18	90.00%	69.23
ARRIBA JUNTOS OJT	28	28	15	53.57%	14	93.33%	50.00
MISSION LANGUAGE & VOC.SCHOOL	18	18	7	38.89%	5	71.43%	27.78
SF VOCATIONAL SERVICES	4	9	2	50.00%	1	50.00%	25.00
SELF-HELP FOR THE ELDERLY	45	45	30	66.67%	29	96.67%	64.44
NORTHERN CALIF. SERVICE LEAGUE	21	22	6	28.57%	6	100.00%	28.57
HAIGHT ASHBURY FOOD PROGRAM	12	12	4	33.33%	4	100.00%	33.33
Grand Total	154		84	54.55%	77	91.67%	50.00



	ENROLLMENT					1					
	7/	1/04 - 6/30	/05	7/1	/05 - 3/31	/06	EXPENDITURE				
ADULT	Goal	Actual	Actual as % of Goal	Goal 3/31/06	Actual 3/31/06	Actual as % of Goal		Award	Ex	Actual pense thru 3/31/06	Actual as % of Award
Arriba Juntos (AJ) On-the- Job-Training	28	32	114%	19	28	147%	\$	89,970	\$	58,384	65%
Arriba Juntos (AJ) ESL- OST	26	27	104%	18	26	144%	\$	114,125	\$	85,063	75%
Haight Ashbury Food Program (HAFP)	12	12	100%	12	6	50%	\$	80,069	\$	51,823	65%
Vocational School (MLVS) ESL	17	18	106%	17	18	106%	\$	70,826	\$	50,499	71%
Northern California Service League (NCSL)	22	24	109%	16	18	113%	\$	90,392	\$	65,240	72%
San Francisco Vocational Services (SFVS)	9	10	111%	9	4	44%	\$	59,394	\$	42,039	71%
Self Help for the Elderly (SHE) HHA/ESL	9	9	100%	9	9	100%	\$	44,303	\$	33,259	75%
Self Help for the Elderly (SHE) Housekeeping/ESL	36	36	100%	36	36	100%	\$	155,068	\$	119,259	77%
	159	168	106%	136	145	107%	\$	704,147	\$	505,566	72%

Recommended For Full 2006 Funding

Arriba Juntos
Mission Language & Vocational School
Northern California Service League
Self-Help For the Elderly

Recommended For Reduced 2006 Funding Haight Ashbury Food Program San Francisco Vocational Services



DEFINITIONS OF KEY WIA TERMS

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- · A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work
 experience, or skill requirements that are legally necessary for an individual to use an
 occupational or professional title or to practice an occupation or profession (e.g., FAA
 aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Credential - A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (Please note: this term applies to the current WIA statutory adult, dislocated worker, and older youth measures only, it does not apply to the common measures).



ADULT COMMON MEASURES

Entered Employment

Of those who are not employed at the date of participation:

of adult participants who are employed in the first quarter after the exit quarter, divided by

of adult participants who exit during the quarter

Employment Retention

Of those who are employed in the first quarter after the exit quarter:

of adult participants who are employed in both the second and third quarters after the
exit <u>quarter</u>, <u>divided by</u>
of adult participants who exit during the quarter

Average Earnings

Of those adult participants who are employed in the first, second, and third quarters after the exit quarter:

Total earnings in the second plus the total earnings in the third quarters after the exit quarter, <u>divided by</u>

of adult participants who exit during the quarter





Where Business Helps America Work

Update: WIA Reauthorization February 2006

108th Congress. The Workforce Investment Act (WIA), originally enacted in 1998, was due to be reauthorized during the last Congress. While both the House and Senate passed reauthorization bills, the legislation was never "conferenced," thus the reauthorization process was required to begin again in the 109th Congress.

109th (Current) Congress.

House Action:

- On March 2, the House passed H.R. 27, the "Job Training Improvement Act of 2005." Although some relatively minor changes were made in the bill, the legislation remains very similar to the version passed by the House during the previous Congress.
- H.R. 27 was passed by a vote of 224-200, with most Democrats opposing the bill.
- H.R. 27 would:
 - ⇒ consolidate the Adult, Dislocated Worker, and Wagner-Peyser funding streams into a single grant to the States and local areas;
 - ⇒ build upon the local workforce system, protecting local workforce areas and WIBs:
 - ⇒ provide States increased authority to set criteria for consistent One-Stop operations;
 - ⇒ maintain a separate Youth program, significantly increasing the number of outof-school youth served - requiring that 70% of Youth funding be spent on out-ofschool youth;
 - ⇒ encourage increased linkages between workforce and economic development systems:
 - ⇒ encourage better linkages to employers.
- H.R. 27 also contains a provision that would allow faith-based recipients of WIA funding to base hiring decisions upon religion.

Senate Action:

- In May 2005, the Senate introduced S. 1021, (similar to the WIA provisions included in the Senate bill from the previous Congress), which would reauthorize WIA.
- On May 18, the Senate Health, Education, Labor and Pensions Committee marked up S. 1021 on a bipartisan basis.
- The full Senate has not yet acted on S. 1021 due to several potentially contentious issues described below.
- S. 1021 would:
 - ⇒ maintain separate funding streams for the adult, dislocated worker, Wagner-Peyser and Youth programs while increasing to 45% the transfer authority between adult and dislocated worker programs at the local level;
 - ⇒ require that WIA and Wagner-Peyser funded programs be co-located in One-Stop Centers;
 - ⇒ build upon the local workforce system, protecting local workforce areas and local WIBs;
 - ⇒ maintain a separate Youth program, requiring that not less than 40% of youth funding be spent on services for out-of-school youth;
 - ⇒ encourage expanded linkages with economic development; and
 - ⇒ encourage significantly expanded and improved services to employers.
- S. 1021 does not contain a provision similar to that in the House bill, which
 would allow faith-based recipients of funds to base hiring decisions on religion.
 In fact, the Senate bill maintains current law that explicitly prohibits such actions.

Potential Barriers to Passage and Enactment of WIA Reauthorization:

- Differences between the House and Senate on Consolidation of the Adult,
 Dislocated Worker and Wagner-Peyser programs supported by House
 Republicans and the Administration; opposed by House and Senate Democrats;
- Elimination of WIA's Prohibition Against Religious-based Hiring for Faith-Based Providers – supported by House Republicans and the Administration -- opposed by House and Senate Democrats.

Likelihood of WIA Reauthorization this Congress:

- The likelihood of enacting a WIA Reauthorization bill diminishes with every day it is delayed.
- The potential barriers to its consideration (listed above) continue to exist, as well as the Administration's dramatic new proposal for WIA in its FY 2007 budget proposal
- The later in the year that a bill is not passed in the Senate, and not conferenced, particularly in an election year, the less likely its consideration.

ARRIBA JUNTOS (OST AND OJT)

DID NOT SUBMIT SELF EVALUATION



Goals

The Haight Ashbury Food Program (HAFP) has three twelve-week cycles of classroom training per class year, from July through June. To date, we have completed two training cycles: July 25, 2005 - October 17, 2005 and December 4, 2005 - February 27, 2006. Our third job training cycle started on April 3, 2006 and will be completed on June 26, 2006

Following is a summary of our enrollments and placements to date:

Name	Enrollment Date	Graduation Date	Placement Date
Ralph Hilton	7/25/05	10/17/05	10/14/05
Mani Thapa	7/25/05	10/17/05	10/19/05
Tsering Maya	8/3/05	Term. 9/7/05	N/A
Gurung			
Vincent Harris	12/4/05	2/27/06	2/10/06
Christian Andino	12/4/05	2/27/06	3/21/06
Tammy Crawford	12/4/05	2/27/06	In Job Search
Brent Patterson	4/3/06	6/26/06 (Pending)	
Zulmira Monteiro	4/3/06	6/26/06 (Pending)	
Robert Bloomer	4/3/06	6/26/06 (Pending)	
Jonathan Powell	4/5/06	6/26/06 (Pending)	
Lawrence Gaspard	4/3/06	6/26/06 (Pending)	
Angela Kwan	4/18/06	6/26/06 (Pending)	
YTD TOTAL #s	12		4

As may be seen above, we have enrolled a total of 12 participants to date, with one termination prior to class completion, five completions, and four placements. In addition, we have one participant in job search.

HAFP's goals for the contract year from July 1, 2005 through April 2006 are as follows:

12

4

Total Enrolled 12
Total Entered Unsubsidized Employment 5

What we have achieved from July 2005 through April 2006

Total Enrolled
Total Entered Unsubsidized Employment
Total in Job Search

1 (Tammy Crawford who graduated on 2/27/2006 has just completed an internship at Citizen Cake on 4/25, to further improve her skills. She is now in job search and is actively looking for a job.)

Haight Ashbury Food Program - WIA Three-Quarter Self Evaluation

Administration

We do our best to have everything done in a timely manner. Here are our comments/feedback.

- 1. The paperwork involved for WIA enrollment is very complex. We must meet with the students to fill out several forms, then send them to PIC to be certified, then meet with students again to fill out several more forms, as well as have them take the CASAS reading and math tests all within the time between the day they apply and the day class starts. This can be difficult to accomplish on time, especially when someone applies only days before class starts.
- 2. We experienced some confusion regarding when to exit a WIA graduate. Some of our students successfully graduated but then were unable to start their job searches for various personal reasons (substance abuse, incarceration, mental illness, housing, etc...). Because they did not have jobs, we did not exit them immediately for fear of a negative termination result. Rather, we decided to wait until they did have jobs and then exit them positively. We weren't aware that we instead could exit them upon the day of graduation and receive placement credit via the quarterly follow-up forms.

Our communication with PIC staff in regard to paperwork has been positive overall. Our contract administrator, Zenaida Pagurigan, and our certifiers, Julie Wu and Mandy Hue, have been extremely helpful in assisting us with understanding and submitting the paperwork.

In regard to the paperwork itself, the main issue of concern is that of compiling all of the information necessary for enrollment in a timely manner. Part of this issue is the logistics of scheduling the CASAS test and physical exam that participants must have prior to enrollment. Although we attempt to get applicants to submit applications at least two weeks prior to the class start date in order to have time to gather the information necessary for enrollment, this is not always possible. In addition, as the majority of our participants are homeless, it is often the case that they do not have all of the required documentation at the time of their application.

Our suggestions for improvement are to cut down as much as possible on paperwork and to streamline the enrollment process. For instance, if certain forms could be combined, such as the PIC 15 and the Universal Application, and/or if certification and enrollment could be done at the same time. Another thing that would make enrollment easier would be to allow the reporting of CASAS tests after enrollment. This would cut down on the amount of things that have to be done prior to enrollment, thus allowing for more time to be dedicated to obtaining identification documents prior to the class.

Recruitment

HAFP is always making efforts to improve recruitment and do as much outreach as possible to the low-income population in San Francisco. For this last job training class that started on April 3, 2006, we focused on recruiting participants from the Western Addition, Bayview Hunters Point and China Town. We got an extremely good response. We had more than 100 interested candidates inquire about the job-training program. We have also focused on making our screening more intensive, so that we can enroll the students who will take the training seriously and are interested in finding employment after graduation.

Haight Ashbury Food Program - WIA Three-Quarter Self Evaluation

Our main concern regarding recruitment, as well as enrollment and completion, is the amount of people that "drop out" both between applying and enrolling. Yet, we realize that this is a constant issue with the population that we serve and often includes factors beyond our control, such as substance abuse relapse, personal issues, and health.

Program Adjustments

We have made several changes to our program over the course of the past two sessions in hopes of continuing to meet and/or exceed our graduation, placement and retention goals. They are the following:

- 1. Incorporation of the Monday Center of the Plate training. Its purpose was to give students a chance to learn to cook gournet and ethnic meals under experienced chefs, working in the food industry in San Francisco. Every Monday we have a different chef come in and teach the students new skills and techniques in the culinary field. This also gives the students a chance to network with many chefs from the industry. Besides the exposure and gaining valuable experience, some of the chefs have hired these students after they have graduated from the program
- 2. Mentorship Program. The purpose of this was to offer one-on-one services to our students. Most of our students have had long gaps in their work history, have never attended a training program before or have motivation problems. The mentorship program was started to provide the students with an individual from the food industry who would work closely with them to help them with issues that arose during the training and also help them achieve their goals. This is the second class that has had a mentorship program and we have seen it really benefits our students.
- 3. Baking and Barrista training. The purpose of including this in the program is to give our students some exposure to baking and barrista skills. Culinary training is the main focus of this program, but exposing students to baking and barrista training gives them even more skills and knowledge to be successful in their careers in the food industry.

Other Comments/Suggestions:

We believe it is important to take note of the residual benefits our students experience through participation in our program as follows:

Some of our students may not finish "successfully" on paper and yet progress quite successfully in our eyes. We run our job-training program on the principle that we must do whatever is ultimately best for the students regardless of how it might appear on our reports. Our decisions in handling certain students, therefore, sometimes hurt our overall "success rates" as defined by the government. Some students come to us with undiagnosed mental health issues or personal problems. These are often not apparent until several weeks into class. Sometimes these students can successfully remain in the job-training program while for others it is in their best interest to be excused. We make these decisions on an individual basis-always keeping in mind that it is what is best for the student that is most important. One of these students, Tsering Maya Gurung, had anger and self esteem issues that did not become entirely apparent until week #5 of our program. The issue was debilitating to herself, her fellow students, and her instructors. After several discussions with her, we finally mutually agreed that it would not be productive for her and for her fellow students and instructors for her to continue in the program.

Haight Ashbury Food Program - WIA Three-Quarter Self Evaluation

HAFP also continues to work with all our graduates long past the nine months that are required by our contract. We have students who have graduated several years ago still coming in for referrals or help with updating their resumes, looking for new jobs or discussing new cooking skills. In the last year, we have helped 4 of our graduates from previous classes who had been laid off from their jobs find employment in the food industry.

Future Plans:

HAFP has encountered difficulty in continuing to provide our highly effective job training services as funds from WIA as well as from some other sources are reduced. Up to now, HAFP has been successful at raising the funds to make up for the difference between funds from WIA and the actual costs of operating the program. However, this year, after the resignation of the previous Executive Director, HAFP undertook a process of taking stock of its funding prospects for the future, as well as the costs of the program, its efficacy, and its overall impact on other parts of the organization.

As structured, the Job Training Project at HAFP is not currently a self-sustaining project, as it requires an extraordinary amount of resources to make up the funding gap, administer the program, and provide the follow-up services required of our contract. As such, the Board of Directors made the very difficult decision of putting the program on hiatus for the first (and possibly the second) quarter of our 2006/2007 fiscal years, beginning in July. HAFP will use this time to focus efforts on making structural changes to the program that might allow it to operate more efficiently while still remaining in compliance with our contract, as well as to put in place some longer term funding to support the program. We are also investigating the possibility of operating the program independently of federal funds, which would allow us more flexibility in terms of the specific services offered.

We are open to discussing the possibility of bringing our contract amount closer in to line with program operating costs as well. We hope that these changes will make the program sustainable into the future.



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WIA Adult Program Self Evaluation

. GOALS AND OUTCOMES

ALVS' WIA Adult program outcomes for Fiscal Years (FY) 2004-05 and 2005-06 up until March 31st 2006 have met or xeeeded goals in all requirement areas. MLVS served 20 low income and minority adults in the MLVS-WIA Adult rogram in 2004-05 and 18 in 2005-06. The goals of this program is to provide low-income, Limited English Proficient (LEP) and minority adults with a comprehensive, and coordinated workforce development system for learning the basic vocational, ducational, and leadership skills necessary to enable them to find and retain quality, unsubsidized employment.

he program serves adult participants, of whom 100% are low-income and have other significant educational and occupational arriers including: Limited English Proficiency (LEP), lack of basic reading and math skills, no high school diploma, computer literacy, homelessness, disabilities, welfare dependency, and/or mothers returning to school after pregnancy. MLVS provides or only educational and vocational instruction including Vocational English as a Second Language (VESL), but also ssessment, counseling, case management and follow-up.

Inrollment

ILVS provided extensive outreach and recruitment services to enroll 20 low income and minority and adult participants a 2004-05 out of the goal of 17 resulting in 118% of the enrollment goal being met. In 2005-06, MLVS enrolled 18 out if the goal of 17 resulting in a total of 106%.

2004-2005	Planned	17	Actual	20	118%	
2005-2006	Planned	17	Actual	18	106 %	

kills Attainments

1% of MLVS WIA Adult program 2004-05 participants completed coursework, benchmarks exams and exit tests seutling in 10 actual out of the goal of 11 participants completing skills attainments leading the ultimate goal of receiving certification. Program participants followed our three-phase State Bureau for Private Postsecondary and Vocational ducation (BPPVE) approved curriculum covering a maximum of 36 weeks of training, as follows: 1) Basic Skills/VESL aining with an emphasis on basic reading, basic math, computer usage, and special skills classes, 2) Vocational oncentrations in one of the following fields of study. Medical Assisting, Office Technology, Culinary Arts, Computerized occunting and 3) Job Skills including electronic/Internet job search, resume preparation, application forms, and intensive iterview skills. Currently the completions for 2005-06 is six participants out of a goal of zero because not all students have smpleted the training for this year, however, six participants have successfully achieved skill attentment as of March 31*

2004-2005	Planned	11	Actual	10	91%
2005-2006	Planned	0	Actual	6	100+%

redential Attainments

ILVS participants that completed skills attainments in required courses were eligible to receive a certification credential lidated by the BPPVE. In the 2004-2005 school year, 10participants out of a goal of 11 or 91% of the participants received a edential in one of the specific vocational emphasis mentioned above. In the 2005-2006 school year, MLVS has exceeded the pal of 3 participants attaining a credential for a total of 6 participants receiving a certification in their field of study or 200% the original goal.

2004-2005	Planned	11	Actual	10	91%
2005-2006	Planned	3	Actual	6	200%

ducation Entries

Employment Entries

MLVS adult program participants completed MLVS' WIA Adult program and utilized the skills attained to gain employment in career oriented jobs in Clerical Office, Medical Assisting, Culinary Arts and Computerized accounting fields. MLVS met employment goals for 2004-2005 by placing 100% of the goal of 12 participants by helping 12 low income and minority gain the employment necessary to maintain a quality standard of living. Up to March 31, 2006 of in the 2005-2006 school year, MLVS has also met 125% of its goal for placing 5 adult participants in career oriented jobs.

2004-2005	Planned	12	Actual	12	100 %
2005-2006	Planned	4	Actual	5	125%

Follow up

MLVS conducted follow up activities on 19 of the 20 adult participants who attended MLVS' program in the fiscal year 2004-2005 resulting in 95%. In the 2005-2006 school year, it is not time yet, to complete this task, however, we conducted follow up on 1 person who was placed into a job early on in their program

2004-2005	Planned	20	Actual	19	95%
2005-2006	Planned	0	Actual	1	100+%

Actual Retention Rates

2004-2005	Planned	10	Actual	10	100%
2005-2006	Planned	1	Actual	1	100%

2. ADMINISTRATION

Financial support while attending intensive vocational programs may be addressed as part of a growing challenge for adult participants. Most individuals cannot afford to be completely unemployed while attending school due to financial and family commitments. MLVS' programs in some cases may extend up to 36 weeks of training, 35 hrs of classroom training per week. Most of these adult participants do not qualify to receive unemployment benefits, or have little support from family or friends and often times are no longer living at home. A minimal participant stipend to support adults while attending the training would be of great assistance to build a network of support for adults changing careers or re-entering the workforce and allow them to stay focused on their studies and ultimately be more successful as a result.

There have been occasions where the child care approval submitted to the Children's Council has taken longer than expected having participants either make payment by themselves or drop the program due to inability to make payment to child care providers.

Other areas to improve would also be the processing of documentation and security. At times documentation has been misplaced delaying certification and/or MIS recordkeeping.

3. OTHER COMMENTS/SUGGESTIONS

Over the past few years a wide variety of discussion has taken place regarding whether or not PIC should move to an all LR. format and discontinue group contracts. MLVS, along with many other San Francisco commity based organizations have been serving special needs populations in group contracts for over 30 years and have developed a strong rapport with the communities we serve. Our low income, minority LEP and mono-lingual Spanish and Cantonese speaking participants do not have the linguistic skill, knowledge of the system or adequate trust in it, to effectively utilize the one stop system. Our participants are chronically unemployed or underemployed individuals who have and will continue to be rejected from the one stop system for not having the skills to process the paperwork required or computer skills necessary to participate fully in the one stop process. MLVS would like to see consideration for how to effectively serve special needs populations without having a break in continuity for a population that is already underserved.

NORTHERN CALIFORNIA SERVICE LEAGUE

DID NOT SUBMIT SELF EVALUATION



SAN FRANCISCO VOCATIONAL SERVICES

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5/1/2006

Housekeeping Training
WIA Program Self-Evaluation (7/1/2004 to 3/31/2006)

1. Goals and Outcomes:

		FY 04/0	<u>)5</u>		FY 0	5/06
	Goal	Actual	Percentage	Goal	Actual	Percentage
Enrollment	36	36	100%	36	36	100%
Completion	30	35	116%	24	26*	108%
Placement	30	35	116%	13	20	153%
Retention	30	29	97%	13	N/A	N/A
Credential Attainments	30	35	116%	24	26	108%

^{*}Note: 10 currently under training

The planned program goal for FY 04/05 was to enroll 36 low-income, monolingual and over 55 years old individuals to the program. 35 out of 36 participants successfully completed the training course and placed in unsubsidized employment. As a result of WIA training 35 participants received housekeeping certificates awarded by City College of San Francisco (CCSF) and acquired professional housekeeping skills to enhance their marketable value and employability. 97 % of job retention rate was achieved.

The planned program goal for FY 05/06 is to enroll 36 low-income, monolingual and over 55 years old individuals to the program. We have enrolled all 36 older adults to the training program. 26 participants have completed the course with certificates awarded by CCSF in the first two training cycles. As of 3/31/2006, 20 out of 26 participants exited with job placement in unsubsidized employment and job retention services are in progress. 10 participants are still under training and will graduate in May 4, 2006. Job placement and retention services will be provided upon completion of their training.

2 Administration:

Administration of the program is smooth and on track under the proper guidance and advice of PIC staff. All required paperwork, reports and fiscal documents are submitted on time. Intensive efforts have been spent on job development and marketing in order to create more job opportunities for the trainees.

3. Other Comments/Suggestions:

Our Housekeeping program is the only training under the WIA funding for low-income. limited English speaking older adults aged 55 and over. The program itself has an excellent track record of meeting/exceeding all contract goals in PIC over the past 10 years. According to 2000 US Census, among the population of 776,733 in San Francisco, 22% (170.881) are persons over 55 years old and every year we have more than 150 older adults applying for the training. To this effect, we suggest that a portion of the WIA funding be allocated to training for people of 55 years old or over just like in the JTPA era to meet the tremendous needs of these older people.

Project Director

Employment, Training and Economic Development



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5/1/06

Home Health Aide Training WIA Program Self Evaluation (7/1/04 to 3/31/06)

1. Goals and Outcomes:

		FY 04/	<u>05</u>		FY 05/0	<u>06</u>
	Goal	Actual	Percentage	Goal	Actual	Percentag
Enrollment	9	9	100 %	9	9	100 %
Completion	8	8	100 %	4	5 *	125 %
Placement	8	9	113 %	3	5	167 %
Retention	8	9	113 %	3	N/A	N/A
Credential Attainments	8	8	100 %	4	5 *	125 %

*Note: 4 participants are still under training

The planned program goal for FY 04/05 was to enroll 9 low-income with limited English & over 45 year old individuals to the program. One participant withdrew from training without completion in September 04 because she found a full time job in a health care agency as home health aide. The other 8 participants completed the training and placed in health care jobs.

The planned program goal for FY 05/06 was also to enroll 9 such participants. We enrolled 5 in the first training cycle beginning on 8/25/05 & finishing on 11/14/05. All of them were placed in health care jobs. In the second training cycle beginning on 3/3/06, we have enrolled 4 participants who are still under training.

Upon completion of training, participants will receive two certificates: one from the California Department of Health Services as certified home health aide and the other certificate issued by the City College of San Francisco.

2. Administration:

We have no difficulty in recruitment of participants for the home heath aide classes. Over 200 applicants applied in each training cycle. Under the proper guidance and advice of PIC staff, there is no problem encountered in the administration of this program. All required reports and documents are submitted on time. Job development id intensively continued to provide employment for the participants.

3. Other Comments/Suggestions:

According to Census 2000, 106,000 (13%) San Franciscans were over 65. This number will ever be increasing, resulting in enormous demand for health care service. The Home Health Aide Training Program can help alleviate this problem by providing the much needed workers in this field and at the same time provide employment for the low-income residents of San Francisco. We wish more training slots would be granted for this program.

Project Director

Employment Training and Economic Development



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING OF THE

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Friday, June 23, 2006

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College Auditorium 33 Gough Street

San Francisco, CA 94103

Associated and

AGENDA APPEARS ON THE REVERSE SIDE

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Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Cartton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163 E-mail: sot/@85qov.org

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

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If you require special accommodation due to a disability, please call Mary Fernandez at 415-923-4464 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

ISSUED: FRIDAY, JUNE 16, 2006

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, JUNE 23, 2006

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from May 26, 2006 (Action Item)
- Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
 - a. Litigation Issues
- 4. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item)
 - Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
- 5. Customized Training Recommendations (Action Item)
 - a. City College of SF Local 2 Hotel/Restaurant (carried over from May 26)
 - b. Cyprus Security
 - c. Goodwill Industries
- Update on WIA Adult Group Subcontractor Performance and Program Year 2006 Funding Recommendations (Action Item)
- 7. Employer Retirement Resolution (Action Item)
- 8. Chairs Report (Discussion Item)
- 9. Presidents Report (Discussion Item)
- 10. Public Testimony on Non-Agenda Items (Discussion Item)
- 11. Future Agenda Items (Discussion Item)
- 12. Adjournment (Action Item)



MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: JUNE 16, 2006

FROM:

WES DIXON, PRESIDENT

SUBJECT: RECOMMENDATION TO APPROVE CUSTOMIZED TRAINING FUNDING TO SAN FRANCISCO HOTEL/RESTAURANT

LABOR/MANAGEMENT EDUCATION FUND (AGENDA ITEM 5A)

ACTION REQUESTED

The Board is asked to approve funding in the amount of \$138.262.50 for San Francisco Hotel/Restaurant Labor/Management Education Fund to operate a customized hospitality worker training program with City College of San Francisco as the selected training provider for the benefit of UNITE HERE Local 2 members that have yet to be fully identified. The total cost of the training is \$276,525. San Francisco Hotel/Restaurant Labor/Management Education Fund will match WIA Customized Training Funds in the amount of no less than \$138,262.50 drawing on employer contributions to the fund, to enhance the skills of 200 incumbent entry-level hospitality workers, enabling them to advance in their careers or to obtain additional hours of employment to improve their self-sufficiency and qualify for employer sponsored health care.

BACKGROUND

On April 11, 2003, the Executive Committee adopted the Customized Training policy recommendation by the Employer Services Committee. The intent of the Customized Training Program is to meet the special skills requirements of an employer or a group of employers. A third party trainer who is selected by the employer typically provides the training. However, regulations do not prohibit employer to act as the training provider. The training targets unemployed individuals or employed individuals who earn less than the self-sufficient wage as determined by the Workforce Investment San Francisco (WISF) Board. Under the Workforce Investment Act, the employer is required to cover at least 50% of the training cost. However, the WISF Board's Customized Training policy states: In cases where employers are unable to pay for at least 50% of the training cost, private funds, such as philanthropic dollars, may be used to substitute the employer's fee.

On May 15, 2006 San Francisco Hotel/Restaurant Labor/Management Education Fund and City College of San Francisco jointly submitted a revised proposal for funding of a Customized Training program. Based on staff's review of the proposal, the program intends to train 200 individuals who currently earn between \$10.29 to 15.09 per hour. The program is designed to teach incumbent entry-level hospitality staff job skills that will enable them to advance in their career ladder or gain additional skills that would make them marketable for other food and beverage jobs in the industry and qualify for employer sponsored health care benefits.

WIA funds were used to pilot this project in 2004. According to a PIC report dated November 30, 2004, thirty-six Local 2 members participated and thirty-four participants (94%) completed the training. Eighteen (50%) had already received an increase on monthly income (with an average increase of 37%) and an additional six (17%) had qualified for employer sponsored health benefits. Seventy-two percent (72%) of the program participants were San Francisco residents. Current project staff can neither confirm nor deny above data or the updated information submitted by proponents. PIC staff did not complete WIA required quarterly follow-up forms and employer did not provide quarterly reports, as stipulated on the Assurances section of the proposal and contract. Proponents understand and have agreed to provide quarterly reports, for four quarters, on participants' employment status. PIC staff will ensure that required paperwork is completed so that project outcomes can be thoroughly documented.

The duration of the course is 48 hours. Unite Here Local 2, as the intermediary between the hotels and properties and the WISF, has agreed in good faith to make an effort to see that individuals are retained, advanced and receive placement assistance upon successful completion of the training. Advancement takes the form of new job responsibilities and wage increase.

Since the program was developed as a solution to workforce needs in the industry, the program is not linked to any single employer. San Francisco Hotel/Restaurant Labor/Management Education Fund would serve as an intermediary acting on behalf of multiple employers. This arrangement is consistent with the WISF's Customized Training policy, and at least 50% of the cost of training is provided.

RECOMMENDATION

Staff recommends that the Board approve the project.

If you have any questions prior to the meeting, please contact Magdalena Campos at (415) 401-4915.



creating employment onnortunities

CUSTOMIZED TRAINING PROPOSAL

Telephone #: 415.989.8726

I. EMPLOYER INFORMATION:

Company: SF Hotel/Restaurant Labor/Management Ed. Fund

Address:	760 Market Street, Suite 1066	Training Site Address (If Different):
	San Francisco, CA 94102	Downtown Campus, CCSF and
		Downtown SF Hotels
Name and	title of contact person: Joan Ortega	
Individual(s) authorized to sign and negotiate contract:_	Joan Ortega
Number of	full-time employees: 9,800 workers in Educ	cation Fund Incorporated: YES[] NO[x]
TRAINING	PROVIDER INFORMATION:	
Organization	on: City College of San Francisco	Telephone #:_267-6565
Address:_	88 Fourth Street, 2 nd floor; San Francisco,CA	94103
Name & Ti	itle of Contact Person: John Carrese	
Federal Er	nployer Identification Number: 94-1721925	
State Ident	tification Number: N/A	
Workers' C	Compensation Policy Carrier: SF Community	College District is self-insured
Workers' C	Compensation Policy No.:	Expiration Date:
PIC's Eligil	ble Training Provider Lists (ETPL) Number (i.	f applicable)

III. CONTRACTOR INFORMATION:

Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco, CA 94102-3228 (415) 923-4003

IV. TRAIN	IING PROGRAM DATA (To	be complet	ed by Emp	loyer an	d Training I	Provider):	
No. of Trainees	Participant(s) Job Title	Start Date	End Date	Train- ing Hours	Pre- Training Wage	Post- Training Wage	Post Training Title
23	room cleaner, kitchen steward	9/15/06	11/15/06	48	\$10.29- \$15.09	\$15.54 - \$17.56 approximately w/tips	banquet and ala carte busser & barback
23	busser, barback	9/15/06	11/15/06	48	\$10.29- \$15.09	\$17.72 approximately w/tips	banquet and ala carte server
22	room cleaner, kitchen steward	10/15/06	12/15/06	48	\$10.29- \$15.09	\$16.15	Food concession worker/cashier

22	room cleaner, kitchen steward	1/13/07	3/13/07	48	\$10.29- \$15.09	\$15.54 - \$17.56 approximately w/tips	banquet and ala cae busser & barbacl
22	busser, barback	1/13/07	3/13/07	48	\$10.29- \$15.09	\$17.72 approximately w/tips	banquet and ala cae server
22	room cleaner, kitchen steward	1/13/07	3/13/07	48	\$10.29- \$15.09	\$16.15	Food concession worker/cashier
22	room cleaner, kitchen steward	1/13/07	3/13/07	48	\$10.29- \$15.09	\$15.54 - \$17.56 approximately w/tips	banquet and ala ca busser & barbacl
22	busser, barback	1/13/07	3/13/07	48	\$10.29- \$15.09	\$17.72 approximately w/tips	banquet and ala ca server
22	room cleaner, kitchen steward	3/27/07	5/15/07	48	\$10.29- \$15.09	\$16.15	Food concessior worker/cashier
200				48			

	(b) Trainee Quainications. Do you have an employee minimum qualification skill set? This w as computer skills, literacy and fluency in English, and the like. Xi		' '
	Would you like PIC to help you compile one?	Yes	X□ No
V. 1	TRAINING OUTLINE (to be completed by Employer and Training P	Provider)	
EMF	PLOYER'S TITLE FOR THIS JOB: <u>Busser, Barback, Ala Carte Server</u>	Food Concession	Worker, Cashier
	be completed by the employer Provide a thorough description of the job skills for which training is be	ing requested:	
	e job skills that the SF hotel/Restaurant Labor/Management Education ached for the following Food and Beverage positions:	Fund needs emplo	yees to be trained in are
•	Busser Barback Food Concession worker Ala Carte Server		
(2)	How would you define successful completion of training program? Pl to evaluate success of training program and the participants' suitabilit		
Suc	ccessful completion of the program will be defined as:		
ľ	trainees will possess the required skill sets in the entry-level and adva operators that will enable trainees to apply for and receive additional new job classifications to increase their access to employer-sponsore 80% of trainees will increase their self-sufficiency rating by a minimum	part-time, seasonal ed health care and t	, or full-time employment in
Lat	addition, UNITE HERE Local 2 and the hotels and other properties that bor/Management Education Fund will undertake the following in relation the SF PIC:		
	A good faith effort will be made to retain all successful completers of A good faith effort will be made to assist all successful completers will beverage positions such as busser, barback, server, food concession hotels and properties.	th applying for open	entry-level Food and
ľ	A good faith effort will be made, within the context of the economic co- bargaining agreement as it relates to promotion and transfer language successful completers that will result in increased hours of employment	e, to provide employent.	yment opportunities to
d)	To document the demand for entry-level and advanced food and bevethe period in which the training takes place (2006-07.)	erage positions, to t	he best of our ability, over
(3)	Do you have an assessment tool to assess trainee's skills attainment if yes, please attach.	? x□ Yes	□ No
	3		CTP 9/19/05

(a)

Recruitment:

Do you need help in the recruitment of trainees? No

If so, how many trainees do you need to recruit?

If so, do you need assistance in recruitment? Yes

Will there be positions vacated as a result of advancement? Yes

To be completed by the Training Provider

Include a detailed outline of training to be provided, tasks to be learned, and approximate hours of training required for each task.

Training Outline and Evaluation Instrument Attached

VI. TRAINING COST (To be completed by Training Provider):

	Cost
A. INSTRUCTIONAL COST	\$268,000
B. TRAINING MATERIALS	\$4,525
C. TRAINING FEES	\$4,000
TOTAL	\$276,525
EMPLOYER CONTRIBUTION (1/2 OF TOTAL)	\$138,262.50

VII. INSTRUCTOR'S QUALIFICATION (To be completed by Training Provider):

Name & Title of Instructor: Ivor Bradley and Lori Admokom

Years of Relevant Experience: Mr. Bradley and Ms. Admokom each have about 20 yrs, in the restaurant industry ar are highly qualified to teach these food and beverage skills classes,

Does he/she have a teaching certificate or other credential (if yes, please attach a copy)? Mr. Bradley and M Admokom – yes (please see attached for both)

References: Please attach at least two clients for which comparable training was performed by you.

VIII.	ORGANIZED	LABOR CONCURRENCE:	(If under collective	e bargaining agreement,	to be completed by	Employ
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Concurrence given by: Mike Casey	
	NAME OF UNION REPRESENTATIVE
Title: President, UNITE HERE Local 2	Date: 5/15/06

EMPLOYER ASSURANCES

As a condition of the Customized Training Agreement, the Employer must:

- 1. Identify customized training program participants.
- Make good faith effort to hire or advance trainee(s) at the successful completion of the training within 30 calendar days. Advancement must take the form of wage increase, work hour increase, benefit increase or a combination of all three.
- For the training of existing employees, provide the participants with an increase in benefits or earnings, and a greater potential for career advancement when compared with those received prior to their training.
- Insure all trainees are not currently earning a self-sufficient wage that has been determined by the Local Board as \$15.08 per hour or \$2,613.87 per month. Providing supporting documentation such as salary records, W-2 forms or the like will satisfy this.
- 5. Pay at least 50% of the training cost plus any agreed upon administrative costs.
- Make payment of the Employer Contribution to the PIC in two installments; 50% upon signing of the agreement, and the balance upon completion of the training program regardless of trainee(s)' training performance outcome.
- 7. Provide quarterly data to PIC for monitoring review and continuous improvement purposes.

PIC ASSURANCES

As a condition of the Customized Training Agreement, the PIC will:

- 1. Administer the customized training funds.
- 2. Monitor the training provider's performance
- 3. Facilitate communication between the employer and the training provider.
- Report monthly, quarterly and annual program outcomes as needed for the Employer, the Training Provider and the WIB Employer Services
 Committee.
- 5. Provide trainee's eligibility certification.
- 6. Provide authorization of enrollment subject to the Employer's selection.
- 7. Retain license or title to intellectual, personal, and real property produced or purchased under the agreement.
- 8. Approve Employer's successful completion criteria.

TRAINING PROVIDER ASSURANCES

As a condition of the Customized Training Agreement, the Training Provider must:

- 1. Provide periodic progress reports of participants to PIC as requested.
- Comply with all provisions of state and federal equal opportunity and nondiscrimination laws including but not limited to: Title VI and VII of the Civil Rights Act of 1964, as amended; the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.
- Not exclude from participation in, deny the benefits of, subject to discrimination by, or deny employment in the administration or any program
 or activity any individual because of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- 4. Comply with the child labor provisions of the Fair Labor Standards Act (FLSA.)
- 5. Comply with provisions that limit the use of funds for political activities.
- 6. Disclose lobbying activities pursuant to 31 USC 1352.
- Establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 8. Maintain appropriate standards of health and safety in work and training.
- Comply with the required provision of workers' compensation protection to participants in customized training, at the same level and to the same extent as other employees of the employers who are covered by a state or industry workers' compensation instauces; and provision of workers' compensation insurance or medical and accident insurance for injury or disease resulting from their participation.
- Insure the program has adequate administrative controls, personnel standards, evaluation procedures, availability of in-service training and other policies as may be necessary to promote the effective use of the subcontract funds.
- 11. Insure all of the training provider's employees and all of its subcontractors (if applicable) will act professionally and will comply with all requirements of the federal Privacy Act, all pertinent requirements of California State law, specifically, section 1799.55 of its Civil Code, section 10850 of its Health and Welfare Institutions Code, section 501 of its Penal Code, and section 2111 of its Unemployment Insurance Code), all pertinent requirements of the San Francisco Administrative Code, agreements which the PIC nettered into with agencies of the Federal, State of California, and City and County of San Francisco governments and the PIC's policies and procedures in treating all particularized information on individual employers and participants confidentially, sharing such information with other authorized persons or organizations, and formally requesting written authorization from the PIC before releasing such information in specific circumstances where the applicability of any of these requirements might be unclear.
- Comply with the provisions of the Fair Employment and Housing Act (Govt. Code, Section 12900 et seq.) the regulations promulgated thereunder (California Administrative Code, Title 2, Section 285.0 et seq.) the provisions of Article 9.5, Chapter 1, Part 1, Division 11135 – 11139.9 3 and the regulations or standards implement such article.
- Understand that it may be subject to the examination and audit of the Auditor General for a period of three years after final payment under the subcontract (Govt. Code Section 10532.)
- Certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded
 from participation in this transaction by any federal debarment or agency [Executive Order 12549, Debarment, and Suspension, 29 CFR Part
 98, Section 98.510, Participants' Responsibilities.]
- 15. Provide occupational skills training as subcontracted.
- 16. Assist the employer and employee with job retention services when necessary.

Attachment C

Employee Minimum Qualification Skill Set

Employee Minimum Qualification Skill Set

- English as a Second Language (ESL) Level 4 or higher
 (based on City College of San Francisco ESL Placement Test)
- 2. A commitment to attend all classes and meet with Local 2 STEP (Support Training Employment Program) staff on a regular basis.
- 3. A member of Hotel Employees Restaurant Employees (HERE) Local 2.

Attachment D

Training Outline and Evaluation Instrument

Hospitality Career Ladder Training Program Course Outlines

I. Busser/Barback Skills Training

- · Lay-out of a restaurant, bar and banquet room
- · Exploring entry-level F&B jobs: restaurant busser, banquet busser and barback
- · Common restaurant, bar & banquet equipment, tools and supplies
- · Comprehending banquet event orders, restaurant and bar menus
- · Handling F&B supplies and equipment safely and effectively
- . The F&B food service team; importance of teamwork
- · Attending and comprchending roll-call or pre-shift meetings
- · Restaurant, bar and banquet set-up, service and break-down procedures
- · Responding to common F&B guest requests and questions
- · Offering food/beverage and assistance to the guests
- · Special dictary needs & food allergies
- · Safe lifting, bending & prolonged standing
- · Safe stacking and tray carrying procedures
- · Serving alcohol with care
- · Communicating in a fast-paced F&B environment
- · Making specialty coffces and teas
- · Maintaining the side station & doing side work
- · Reporting supply and equipment problems
- · Handling customer complaints
- · Basic food handling sanitation
- · Personal grooming and hygiene for food service work
- · Tipping & tip reporting procedures

II. Food Concession/Cashier Skills Training

- · Floor plan of a concession stand
- · Concession stand equipment, tools and supplies
- · Comprehending concession stand menus
- · Job descriptions of a concession stand worker
- · Customer service at the food counter: taking food & beverage orders
- . Comprehending special dietary needs & food allergies
- · Up-selling & making recommendations
- · Specialty coffee preparation
- Placing food orders with the kitchen
- · Basic concession food preparation
- · Food handling sanitation & safe knife handling
- Safe lifting, bending & prolonged standing

- · Operating a cash register & money handling procedures
- . Introduction to MICROS (a Point of Sale software)
- · Closing the transaction
- · Handling customer complaints

III. A La Carte Server Skills Training

- Floor plan of a restaurant
- · A la carte food service equipment, tools and supplies
- · Job descriptions of an a la carte food server
- · The a la carte food service team: importance of teamwork
- · Comprehending roll-call or pre-shift meetings
- Acknowledging, receiving and seating guests.
- · Taking a beverage order
- Serving alcohol with care
- · Clearing unused place settings
- · Explaining the menu and specials
- . Comprehending special dietary needs and food allergies
- · Making recommendations & up-selling
- · Placing food orders with the kitchen
- · Introduction to Point Of Sale systems
- · Replenishing table supplies
- Presenting & serving wine
- · Serving the first course
- · Serving the main course
- · Serving dessert & beverages after meals
- Making specialty coffees and teas
- · Presenting the check or bill
- Maintaining the side station & doing side work
- Handling customer complaints
- Food handling sanitation
- · Personal grooming and hygiene for food service work
- Re-setting the table
- Tipping & tip reporting procedures

Additional Information for City College of San Francisco Customized Training Proposal To SF Private Industry Council June 23, 2006

	Letters of Support Parc 55 Hotel Joie de Vivre Hospitality Marriott Hotel Lake Merced Golf Club SF Hotel/Restaurant Labor/Management Education Fund UNITE HERE Local 2
	Updated Career Progress Report for CCSF's 2004 Customized Training Project
	Plan for tracking Career Progress and Client Outcomes for 2006-07 proposed project
	San Francisco Labor Council STEP Description
	Updated proposal which includes post-training wages
כ	November 2004 Customized Training Performance Report for Completed Projects



PARK LANE HOTELS

June 6, 2006

Ms. Magdalena Campos Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco. CA 94102

Re: Hospitality Career Ladders Training Program

Dear Ms. Campos:

This letter is written in strong support of the proposal submitted by City College of San Francisco (CCSF) to train workers from Education Fund properties in hospitality skills.

As the Human Resources Director of the Renaissance Parc 55 Hotel I have worked with City College in hosting two of the training classes; one for bussers/barbacks and one for ala carte servers. Our Veranda Restaurant was the site for the practical night of training during the classes in April and May of this year. I can say from first hand experience that this training program works and is a great benefit to the workers who participate and to the hospitality industry in San Francisco.

The proposal by City College of San Francisco will provide training and upward mobility for existing employees in hotels such as the Parc 55, but also in smaller hotels, restaurants and clubs in the City. This program will greatly help our industry retain and promote valuable employees and provide viable employment for many San Franciscans.

Hotels must be able to attract, train and promote the best workers in the labor market in order to remain competitive. No other industry depends so heavily on outstanding service from every employee – and high quality training is the best way to improve guest service.

I recognize the value of training entry-level workers in our industry to move into higher skilled, higher wage positions. Our hotel will experience reduced costs associated with employee turnover, retain well trained, loyal employees who provide excellent service to our guests. I have seen first hand how this program leads to a win-win for the employer and the workers who are trained. In addition it contributes to the success of our San Francisco hospitality industry as the standards for training food and beverage employees is raised

Page 2 Ms. Magdalena Campos Private Industry Council of San Francisco June 6, 2006

I enthusiastically support City College of San Francisco's request for funding from the Private Industry Council and am committed to supporting the continuation of this innovative project. I respectfully request your careful consideration of this proposal.

Sincerely,
Donna Neal

Corporate Director of Human Resources
Park Lane Hotels International

Renaissance Parc 55 Hotel

Ms. Magdalena Campos Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco, CA 94102

7b7-b53b

Re: Hospitality Career Ladders Training Program

Dear Ms. Campos:

This letter is written in strong support of the proposal submitted by City College of San Francisco (CCSF) to train workers from Education Fund properties in hospitality skills.

As the Corporate Director of Employee Development at Joie de Vivre Hospitality, I have participated as a quest at the Mock Dinner/final practical evaluation for the City College training classes for bussers/barbacks and ala carte servers. I can say from first hand experience that this training program works, is a great benefit to the workers who participate and to the hospitality industry in San Francisco.

The proposal by CCSF will provide training and upward mobility for existing employees in hotels, restaurants and clubs in the City. This program will greatly help our industry retain and promote valuable employees and provide viable employment for many San Franciscans.

Joie de Vivre Hospitality must be able to attract, train and promote the best workers in the labor market in order to remain competitive. No other industry depends so heavily on outstanding service from every employee - and high quality training is the best way to improve quest service. I recognize the value of training entry-level workers in our industry to move into higher skilled, higher wage positions. This program leads to a win-win for the employer and the workers who are trained. In addition it contributes to the success of our San Francisco hospitality industry as the standards for training food and beverage employees are raised.

I enthusiastically support City College of San Francisco's request for funding from the Private Industry Council and am committed to supporting the continuation of this innovative project. I respectfully request your careful consideration of this proposal.

Sincerely

David Silver

Corporate Director of Employee Development

Joie de Vivre Hospitality

567 Sutter Street San Francisco California 94102-1199

Phone 415,835,0300

Fav 415.835.031

Central Reservations 800 /38 7477

www.jdvhospitallry.com





SAN FRANCISCO MARRIOTT.

June 2, 2006

Ms. Magdalena Campos Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco, CA 94102

Re: Hospitality Career Ladders Training Program

Dear Ms. Campos:

This letter is written in strong support of the proposal submitted by City College of San Francisco (CCSF) to train workers from Education Fund properties in hospitality skills.

As the Human Resources Director of the Marriott Hotel I have worked with City College in hosting two of the training classes in 2006 for busers/barbacks and ala carte servers. Our Garden Terrace Restaurant was the site for the practical night of training during the classes. I can say from first hand experience that this training program works and is a great benefit to the workers who participate and to the hospitality industry in San Francisco.

The proposal by City College of San Francisco will provide training and upward mobility for existing employees in hotels such as the Marriott, but also in smaller hotels, restaurants and clubs in the City. This program will greatly help our industry retain and promote valuable employees and provide viable employment for many San Franciscans.

A significant benefit of the program is that it creates entry-level opportunities for new employees as program graduates are hired into higher skilled positions. I have seen how this program leads to a win-win for the employer and the workers who are trained. Subsequently, it contributes to the success of our San Francisco hospitality industry as the standards for training food and beverage employees is raised.

I recognize the value of training entry-level workers in our industry to move into higher skilled, higher wage positions.

Hotels must be able to attract, train and promote the best workers in the labor market in order to remain competitive. No other industry depends so heavily on outstanding service from every employee – and high quality training is the best way to improve guest service.

0671472006 16:17 267-6536

ADMINISTRATION OFFIC

I enthusiastically support City College of San Francisco's request for funding from the Private Industry Council and am committed to supporting the continuation of this innovative project. I respectfully request your careful consideration of this proposal.

Sincercly, Jalle

Julie Fallon

Director of Human Resources Operations

San Francisco Marriott Hotel

Jun-12-06 1:20PM:



6507554569:

June 6, 2006

06/14/2006 16:17

Sent By: HP LaserJet 3100:

Ms. Magdalena Campos Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco CA 94102

Re: Hospitality Career Ladders Training Program

Dear Ms. Campos:

This letter is written in strong support of the proposal submitted by City College of San Francisco (CCSF) to train workers from Education Fund properties in hospitality skills.

As the Director of Operations at the Lake Merced Golf Club I have participated as an evaluator for the City College training classes for bussers/barbacks and ala carte servers. I can say from first hand experience that this training program works and is a great benefit to the workers who participate and to the hospitality industry in San Francisco.

The proposal by City College of San Francisco will provide training and upward mobility for existing employees in hotels, restaurants and clubs in the City. This program will greatly help our industry retain and promote valuable employees and provide viable employment for many San Franciscans.

The Lake Merced Golf Club must be able to attract, train and promote the best workers in the labor market in order to remain competitive. No other industry depends so heavily on outstanding service from every employee - and high quality training is the best way to improve guest service. I recognize the value of training entry-level workers in our industry to move into higher skilled, higher wage positions.

This program leads to a win-win for the employer and the workers who are trained. In addition it contributes to the success of our San Francisco hospitality industry as the standards for training food and beverage employees are raised.

I enthusiastically support City College of San Francisco's request for funding from the Private Industry Council and am committed to supporting the continuation of this innovative project. I respectfully request your careful consideration of this proposal.

Director of Operations Lake Merced Golf Chub



San Francisco Hotel/Restaurant, Labor/Management Education Fund

760 Market Street, Suite 1066 ♦ San Francisco, CA 94102 Phone (415) 989-8726 ♦ Fax (415) 989-2920

June 6, 2006

Ms. Magdalena Campos Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco, CA 94102

Re: Hospitality Career Ladders Training Program

Dear Ms. Campos:

This letter is written in strong support of the proposal submitted by City College of San Francisco (CCSF) to train current workers from Education Fund properties in hospitality skills. This training proposal is a unique and innovative collaboration between the business, labor and education sectors. The hospitality industry that CCSF will serve generates over \$6.7 billion to the City's economy. In San Francisco the hospitality sector is the City's single largest employer.

Management and Union Trustees administer the San Francisco Hotel/Restaurant Labor/Management Education Fund (Education Fund). Management trustees represent over 60 hotels, restaurants and clubs in the industry that pay into the fund and UNITE HERE Local 2 represents the 9,800 Local 2 members who are the workers in these properties.

In 2004, CCSF offered two very successful food and beverage skills classes funded in part by the Private Industry Council. The Education Fund paid for 50% of the cost of those classes, and is committed to paying 50% of the costs of the nine classes that are being proposed by CCSF for the 2006-07 program year.

CCSF is well positioned to accomplish the goals of this project because of the leadership the Office of Contract Education has demonstrated in coordinating this program in the past. This innovative project will continue to provide training and upward mobility for current Local 2 members in hotels and restaurants. As I'm sure you know, hotel and restaurant workers still struggle to keep up with the high costs of living in the San Francisco Bay Area, often by working two jobs at the same time.

The graduates of this program will be well trained and ready to promote into higher paying, higher skilled positions that will help the hospitality industry in San Francisco remain competitive with other tourist destination cities. In addition, as workers from this program are promoted, entry-level opportunities for new workers will be created.

In conclusion, CCSF and its partners are just getting started with developing a comprehensive career ladder program that will truly make an impact in the hospitality industry. As this program continues to gain momentum, CCSF will have made great progress toward the goal of creating a new culture of career advancement in the industry. I am confident that our continued involvement in the Hospitality Career Ladders Project will bring our City and its workers even more economic benefits. I fully endorse the funding of this important project and hope that you will give it your most careful consideration.

Sincerely,

an Ortega, Director

San Francisco Hotel/Restaurant Labor/Management Education Fund



UNITE HERE!

June 6, 2006

Ms. Magdalena Campos Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco, CA 94102

Re: Hospitality Career Ladders Training Program

Dear Ms. Campos:

The San Francisco Hotel Employees and Restaurant Employees Union (UNITE HERE) Local 2 strongly supports City College of San Francisco's request for funding from the Private Industry Council for the Hospitality Career Ladders Training Program.

As the President of UNITE HERE Local 2 I have seen first hand this program in action and can attest to the benefit that this training program has for our members and the SF hospitality industry. I have met with City College and the San Francisco Labor Council's STEP program to review the proposal for 2006-07 as it relates to meeting the training needs of our members. Based on that meeting, I endorse the proposal on behalf of our union as an excellent training and career advancement program that has a proven track record.

City College of San Francisco's training proposal will provide training and upward mobility opportunities for existing employees in Class A hotels, smaller hotels, restaurants and clubs in the City. Approximately 9,800 Local 2 members are eligible for these training classes because Local 2 has collectively bargained with their employers to contribute to the San Francisco Hotel/Restaurant Labor/Management Education Fund. This program will greatly help our industry retain and promote valuable employees and provide viable employment for our members, many of whom are San Franciscans.

Local 2 has been at the forefront of developing a hospitality career ladder program since 2001. Hospitality workers have toiled without respect, recognition or adequate wages and conditions for decades. Even today unionized hospitality workers struggle to make ends meet in San Francisco, one of the most expensive cities in the country. We have always sought progress toward our goal of establishing a fair and equitable career ladders recruitment, training and placement program for unionized hospitality workers. The career ladders training program administered by City College of San Francisco is a major component of what has helped Local 2 get closer to that goal.

Michael Casey President Lamoin Werlein-Jaen Vice-President The Thi De Secretary-Treasurer Ms. Magdalena Campos June 12, 2006 Page 2

The project is already a model program in California and nationally. UNITE HERE Local 2 has been asked to present the results of these training efforts at several conferences since 2002. There is great interest throughout the state and country regarding this project because it engages multiple employers, a labor union, a labor council's support and job training arm and a local community college in the effort to advance hospitality workers up a career ladder.

UNITE HERE Local 2 in San Francisco has a long tradition of initiating and supporting training that bolsters the economic self-sufficiency of our members. For quite some time now, our members have expressed interest in training that will lead to higher skills and higher paying jobs. A strong union such as ours not only brings to our members the advantages of better wages, healthcare benefits and working conditions, but also the advantages of quality training programs that can make economic and social advancement a reality. We believe this program will greatly benefit working people by protecting their employment security and increasing their job advancement opportunities.

The hospitality industry is one of the fastest growing economic sectors in California, as well as the nation. Education and training, therefore, must be an important component in our Union's broad strategy for helping workers deal with the changing workplace. Our union's strong ties and past collaboration with City College of San Francisco has greatly enhanced our members' productivity and worker morale.

On behalf of UNITE HERE Local 2, I am committed to making sure that this innovative partnership and training endeavor continues to be a success. I am hopeful that you will give this funding request your most careful consideration.

Sincerely,

Mike Casey
MIKE CASEY
President

opeiu-3-afl-cio(51)ms

Update to November 2004 SF PIC Customized Training Performance Report June 23,2006

I Loto	Enrollees	Training	# of completers who increased	Average income before training	Average income after training	Average % increase	Average Benefits Benefits % before after increase	Benefits after
Consortium (First)	17	16	montraly income 12	\$1,677.50	\$1,677.50 \$2,453.19 46%	46%	£-	15
SF Hotel Consortium (Second)	19	18	11	\$1,664.68	\$1,664.68 \$2,128.95 28%	28%	15	17
Combined	36	34	23	\$1,671.09	\$2,291.07	37%	26	32
ombined otal	36	34	23		\$1,671.09	\$1,671.09 \$2,291.07	\$1,671.09 \$2,291.07 37%	\$2,291.07 37%

Note: 26 of the 36 enrollees (72%) from the two classes are residents of San Francisco. This is approximately the same percentage of SF residents for the 9,800 Local 2 members who are covered under the Education Fund.



Plan for Tracking Client Outcomes and Career Progress CCSF/STEP Hospitality Career Ladders Training Program

<u>Goal</u>: To build a comprehensive career ladder system in the SF hospitality industry that can provide low income, and/or immigrant workers with the means to develop and sustain self sufficiency for themselves and their families, provide the hotel industry with a skilled workforce and provide the community with the economic benefits that ensue.

Objectives:

 CCSF and STEP will track the results of the career ladder training, by monitoring what happens to Local 2 members who have attained skills certificates.

<u>Outcome</u>: Reports on the career progress of graduates will be made to PIC staff on a quarterly basis to comply with the follow-up reporting requirements under the Workforce Investment Act (WIA.)

- 2) CCSF and STEP will build a comprehensive career ladder map of the San Francisco unionized hospitality industry.
 - Train workers
 - · Record career options
 - Evaluate results
 - · Clearly identify standards
 - Research options and Fill in gaps

Outcome: Career Map (with process for consistent updating)

- 3) STEP will create a centralized and linked employment system that stretches across employers and workplaces.
 - Develop trust and understanding of standards and needs of employers.
 - Pull this information together in an accessible database format.
 - Build this system to be the "preferred" recruitment method

<u>Outcome</u>: Centralized up to date employment listing, used by majority of unionized employers.

- 4) STEP will institutionalize support services to guide workers through this system.
 - Provide a full range of support services
 - Track scope, issue and impact of providing services
 - · Analyze trends in relationship to meeting career goals
 - · Place STEP enrolled workers in jobs

<u>Outcome</u>: Institutionalize full range of appropriate support services focusing on needs of hospitality workers.

SFLC STEP (Support, Training, Employment Program)

STEP is a worker oriented program under the SF Labor Council. STEP is designed to create innovative and effective solutions for low-income and immigrant workers in the area of employment and support services. STEP has a five year track record of successful employment projects with workers' Self Sufficiency as the core value. We provide these services with a staff based in the hospitality industry and fluent in English. Spanish, Cantonese and Mandarin, Currently our two main projects are SF Hospitality Industry Career Ladder Project and the Garment worker Pilot Project. Through these projects we are currently serving approximately 300-350 low income and immigrant workers.

STEP has partnered with organizations such as the California Endowment, Kaiser Foundation, United Way of the Bay Area, Walter and Elise Haas Fund, the U.S. Department of Labor, Hotel and Restaurant Education Fund, Private Industry Council, City College of San Francisco and a number of community based organizations in San Francisco, such as the Chinese Progressive Association and Mission Hiring Hall to build effective programs for a wide cross section of low income and immigrant workers in San Francisco.

Through our unique position with ties to both labor and employers, and our special partnership with City College of San Francisco we are in a unique position to build the Career Ladder Project in the San Francisco hospitality industry

CUSTOMIZED TRAINING PERFORMANCE REPORT FOR COMPLETED PROJECTS

Benefits	6	15	17	4	(medical, dental, vacation and sick	(medical, dental, vacation and sick	°Z
Benclity Before	0	=	51	4	21 (medical and dental only)	(medical and dental only)	°Z
Average % % increase	N/A	38%	37%	2.8%	42%	36%	N/A
After Training	S12.40 per hour	\$20.19.00/mg	52528.15/mg.	\$2466/ mo.+	\$1655.54 mo.	\$1502.93/ma	All receive \$10/ per hour but work hours vary among participants
Average Income Average Income before training.	now hims	S1458 50/ ma.	\$1840.25/mo.	\$2466/ mo.	51149.3/mo.	\$1105.10/.mo.	New hires
Number of completers received increase in monthly income	9 hired	10	8	1	21	27	all 5 participants were hired
Number of enrollecs completed training	10	16	18	₹	21	27	ις
Number of Enrollees	12	17	61	5	21	7.7	4
Completed Project	Jewish Home for the Aged	San Francisco Hotel Consortium (First)	San Francisco Hotel Consortium (Second)	LEGAL	In-Home Support Services Consortium (VESL)	In-Home Support Services Consordum (Skills	Home Health Advocates, Inc.

SUMMARY OF FUNDED CUSTOMIZED TRAINING PROJECTS

Completion	6/30/04	477/04	6/16/04	6/11/04	7/10/04	7/1/04	7/10/04	NA	N/A
Project Status	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Project has not started	Training in progress
Expected Funding	\$53,139	\$10,000	\$11,000	\$5,000	\$4,000	\$4166	\$6,000	\$18,000 p	\$101,090
Participants Completed	Training 10	16	œ	21	27	4	7	ΝΆ	MA
Actual Enrollment	12	11	61	21	27	S	4	N/A	*
Planned Euroliment	12	22	22	25	40	5	. 15	7.0	15
Provider (T.P.)	JVS	CCSF	CCSF	Arriba	Arriba	JVS	Arriba Juntos	In-flouse	JVS and In-House
Contact	Sandra P. Simon 415.334.2500	Walter Johnson 415.440.4809	Walter Johnson 415.440.4809	Margaret Baran	Margaret Baran	Muli Employer	Alox Saldamaga	Amy Rassan	Sandra P. Simon
	Jewish Hame for the Aged	Hotel Consortium/ SF Labor Council	Hotel Consortium/ SF Labor Council	In Rome Support Services (VESL)	In Home Support Services ((Skills)		Home Health Advocates, Inc.	Jewish Family and Children Services	Jewish Home for the Aged (1st cycle)
	-	2		m	4		0	7	ec

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employment opportunities

MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: JUNE 16, 2006

FROM:

WES DIXON, PRESIDEN

SUBJECT: RECOMMENDATION TO APPROVE CUSTOMIZED TRAINING

FUNDING TO CYPRESS SECURITY (AGENDA ITEM 5B)

ACTION REQUESTED

The Board is asked to approve funding in the amount of \$16,000 for Cypress Security to operate a customized training program for Security Officers. The total cost of the training is \$96,000. Cypress Security will match WIA Customized Training Funds in the amount of no less than \$80,000. The customized training will enable Cypress Security to provide On-the Job Training for new hires to enhance their skill set and provide those meeting the minimum requirements with supervisory training.

BACKGROUND

On April 11, 2003, the Executive Committee adopted the Customized Training policy recommendation by the Employer Services Committee. The intent of the Customized Training Program is to meet the special skills requirements of an employer or a group of employers. A third party trainer who is selected by the employer typically provides the training. However, regulations do not prohibit employer to act as the training provider. The training targets unemployed individuals or employed individuals who earn less than the self-sufficient wage as determined by the Workforce Investment San Francisco (WISF) Board. Under the Workforce Investment Act, the employer is required to cover at least 50% of the training cost. However, the WISF Board's Customized Training policy states: In cases where employers are unable to pay for at least 50% of the training cost, private funds, such as philanthropic dollars, may be used to substitute the employer's fee.

On June 12, 2006 Cypress Security submitted a revised proposal for a Customized Training program. Cypress security will provide an industry leading training program, which includes home studying, computer assisted and instructor lead classroom training. Based on staff's review of the proposal, the program anticipates hiring and training 20 individuals. In addition to on-the job training, participants will be provided with 10-modules (40 hours) of training including safety, security, communications, customer service, powers of arrest and weapons of mass destruction. The project also creates a career ladder to supervisory positions for those participants who score well enough and are recommended based on their job performance. Cypress Security has agreed in good faith to make an effort to advance project participants. Advancement takes the form of wage increases.

Cypress Security will provide 480 hours of on-the job training to new hires. WIA limits the number of hours of OJT reimbursement based on job classification. WIA Customized Training Funds will only reimburse employer for its share of the extraordinary costs in hiring and training qualified individuals for a maximum of 160 hours per participant.

RECOMMENDATION

Staff recommends that the Board approve the project.

If you have any questions prior to the meeting, please contact Magdalena Campos at (415) 401-4915.

2



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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CUSTOMIZED TRAINING PROPOSAL - OJT

LIMIT LOTE	R INFORMATION	:					
Company:	Cypress Securit	y, LLC		Tele	Telephone #: (415) 352-1900		
Address:	457 Minna Stre	et	Trair	ning Site A	ddress (If Different)		
	San Francisco,	CA 9410					
Name & Titl	le of Contact Pers	on:	Jonas	Tegnerud			
Individual(s) Authorized to Sig	gn Invoice	s: Nils W	elin			
Federal Em	ployer Identification	on Numbe	r: <u>94-334</u>	2572			
State Identi	fication Number:		19960	9910012			
Workers' Co	ompensation Police	y Carrier:	AIG				
Workers' Co	ompensation Police	y No.: <u>V</u>	VC0034207	2500		Expiration	on Date: 11/16/06
Number of f	full-time employee	es: <u>2</u>	50		Inc	corporated	: YES[] NO[x
TRAINING	PROGRAM DATA	A:					
No. of	Job Title	Start	End Date	Training	Pre	Post	Post Training Title
Trainees		Date		Hours	Training Wage	Training Wage	
20	Security Officer	7/1/06	12/31/06	160	\$10	\$11.50	Security Officer
						-	(Intermediate
						\$12.50	Level)
	ED LABOR CON		CE: (If unde				NT: \$ <u>16,000</u> nent)
Concurren	ce Given By: N/A	·	Name of	Union Re	presentati	ive	
Title:					Date:		
I certify to the	s) at the end of the s	edge that t	the information	on indicate	ctory perfor	mance is n	that I intend to retain a naintained, and that I a act Agreement form (F
152).							
152).	tepresentative: Jo	nas Tegne	erud				
152). Employer R	tepresentative: Jo		erud		6/13/0	ne	

TRAINING OUTLINE

This form must be completed for each job title.

DOT JOB TITLE:	Security Officer		DOT #:	372.667-034	OES	630470
EMPLOYER'S TIT	LE FOR THIS JOB:	Security Officer				

Provide a detailed job description of this position as performed in this company. (Use reverse side if needed.)

- Work under general supervision of Site Supervisor, Field Supervisor and Project Manager
- Maintain consistent performance, attendance, uniform appearance, and professional grooming.
- Maintain professional communications with clients and patrons.
- Patrol and maintain general security of assigned property.
- Submit written daily activity reports, incident reports and hazards reports.
- Respond to emergency calls including medical, fire and damage to property.
- Use two-way hand held radio to communicate with supervisor or dispatch personnel.
- · Assist other officers in a team oriented environment.

Include a detailed outline of training to be given, tasks that need to be learned, and approximate hours of training required for each task. Total compensated training hours is not to exceed those negotiated. (Use reverse side if needed.)

Cypress Security provides its employees with an industry leading training program divided up in to 28 different modules. This training includes on the job, home studying, computer assisted and instructor lead classroom training depending on the module. To advance within the company certain modules must be taken and completed successfully in order to be qualified. This not only helps the employee in his daily duties as a Security Officers but also gives him/her a good platform for future jobs in a wide variety of fields.

This training program is certified and approved by the Bureau of Security and Investigative Services (BSIS) and is in compliance with Assembly Bill (AB) 2880, regulating the amount of training a Guard Card holder should receive.

To become a successful Security Officer the essential skills are taught with the help of the following 10 modules. This training takes place during the initial 12 week (480 hour) on the job training phase:

Basic Orientation Level

1.	Powers to Arrest/Weapons of Mass Destruction	8hrs
2.	Cypress Personnel Policies and Procedures Manual	4hrs
3.	Cypress Officer Handbook	4hrs
4.	Cypress Safety Manual	2hrs

These classes are all taken within the first 30days of assignment except for *Powers to Arrest/Weapons of Mass Destruction* which must be completed before the initial assignment Intermediate I avail

Titter	Illediate Level	
1.	Public Relations	4hrs
2.	Investigation & Reports	4hrs
3.	Communications and its significance	4hrs
4.	Post Orders and Assignments	4hrs
5.	Handling difficult People	4hrs
6.	Parking and Traffic Control	2hrs

In conjunction to these training modules are "on the job training". This is a 12 week (480 hour) training period. During this period the Security Officer is placed at a client site, performing all the daily duties required at that location. This training is done under the direct supervision of a Site or Field Supervisor. The Supervisors helps the Security Officers in their daily work and ensures a high standard in regards to appearance, report writing, customer service and emergency procedure skills (440 hours).

After the completion of the "on the job training" period the Security Officer will have to take a final exam module to prove his/her skills. Upon the completion of this exam the Security Officer advances to the Intermediate level and will be eligible for Intermediate Level positions or Supervisor Training.

ASSURANCES

As a condition of the on-the-job training agreement, the employer must:

Insure that individuals selected for training are certified eligible for the Workforce Investment Act prior
to the starting date of this subcontract.

Have participant present proof of eligibility certification performed by the Private Industry Council's (PIC) Central Services Office (CSO). The certification is conducted through a face-to-face interview with the intended participant. Failure to secure participant certification prior to the participant's first day of work will result in the termination of this subcontract and repayment of any costs disallowed as a result of a financial/compilance audit.

Fill the training positions within 30 calendar days of the subcontract's start date. Funds obligated for training positions that are still unfilled after 30 calendar days will no longer be available.

- Prepare CT Trainee Timesheets at the end of each month to reflect activity during that month. Timesheets with original signatures should be sent to the PIC (ATTN: Contract Administrator) at the end of the month. The timesheets should reflect the total number of hours the trainee worked during the month.
- Hire the participant at the beginning of the subcontract period (after the subcontract has been approved and the participant has been certified eligible).
- 4. Provide quarterly data to PIC for monitoring review and continuous improvement purposes.
- Maintain copies of invoices, payment records, timesheets and records of training provided under this subcontract for a period of three years after the training specified in this subcontract has been completed.
- Make all required payroll deductions and appropriate tax and withholding payments to Federal and State authorities as required by law.
- Provide the participants with the same benefits and working conditions (including workers' compensation), as received by other employees of the firm working a similar length of time and doing the same type of work.
- 8. Include, only if applicable, a copy of the company's apprenticeship standards or a letter stating the intention to develop a formal apprenticeship programs with assistance from an appropriate apprenticeship representative. The letter must also contain a statement that the employee(s/) participant(s) enrolled in apprenticeship occupations will be given an opportunity to advance to iourney status.

This is required in those instances where the training being offered is in an occupation that appears on the list of recognized apprenticeship trades as published by the Department of Labor or State Apprenticeship Council.

Should a formal apprenticeship program fail to be developed with assistance from an apprenticeship representative, this agreement will be modified to make certain that it reflects the actual job(s) provided.

Signature of Authorized



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MEMORANDUM

TO:

PIC BOARD OF DIRECTORS

DATE: JUNE 16, 2006

FROM:

WES DIXON, PRESIDE

SUBJECT:

RECOMMENDATION TO APPROVE CUSTOMIZED TRAINING FUNDING TO GOODWILL INDUSTRIES OF SAN FRANCISCO

(AGENDA ITEM 5C)

ACTION REQUESTED

The Board is asked to approve funding in the amount of \$33.914 for Goodwill Industries of San Francisco to operate a Retail Management customized training program with Goodwill's Career Learning Center as the training provider. The total cost of the training is \$67,828. Goodwill Industries will match WIA Customized Training Funds in the amount of no less than \$33,914. The customized training will enable Goodwill Industries to provide the skills necessary for incumbent workers to advance into management positions.

BACKGROUND

On April 11, 2003, the Executive Committee adopted the Customized Training policy recommendation by the Employer Services Committee. The intent of the Customized Training Program is to meet the special skills requirements of an employer or a group of employers. A third party trainer who is selected by the employer typically provides the training. However, regulations do not prohibit employer to act as the training provider. The training targets unemployed individuals or employed individuals who earn less than the self-sufficient wage as determined by the Workforce Investment San Francisco (WISF) Board. Under the Workforce Investment Act, the employer is required to cover at least 50% of the training cost. However, the WISF Board's Customized Training policy states: In cases where employers are unable to pay for at least 50% of the training cost, private funds, such as philanthropic dollars, may be used to substitute the employer's fee.

On June 9, 2006 Goodwill Industries submitted a revised proposal for funding of a Customized Training program. Goodwill Industries is committed to providing entry employment opportunities to an emerging workforce. They are also committed to providing opportunities for employees to advance in their chosen occupation. This project will provide training opportunities for incumbent workers who lack the skills to proceed into management positions. Goodwill Industries will provide individuals who meet the minimum requirements with job coaching, support, and time away from their current positions to participate in training. Based on staff's review of the proposal, the program anticipates training 22 individuals who currently earn \$12.08 per hour. The project creates a career ladder to Assistant Managers Level I, earning \$13.50, and Operations Managers, earning \$15.08. Employer currently has 16 positions available for Assistant Manager Level I and 6 Operation Manager positions for project participants to be promoted. Goodwill Industries has agreed in good faith to make an effort to advance project participants into available positions.

The duration of the course is 45 hours in Selling and Service, Merchandising, Human Resources, Operations, and Finance. Customized Training participants will also take and pass three industry-based national Retail Management certifications. The certifications will allow the participants to compete in industry-wide retail management positions providing them with other opportunities to reach self-sufficiency.

RECOMMENDATION

Staff recommends that the Board approve the project.

If you have any questions prior to the meeting, please contact Magdalena Campos at (415) 401-4915.



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CUSTOMIZED TRAINING PROPOSAL

Company:	Goodwill Ind. of San Francisco	Telephone #: 415-575-2101
Address:	1500 Mission St.	Training Site Address (If Different):
	San Francisco, CA 94103	
Name and	title of contact person: Bob Thompson, Chief of Com	mercial Enterprise
Individual(s) authorized to sign and negotiate contract: Deborah	Alvarez Rodriguez, President and CEO
Number of	full-time employees: 504 including 165 transitional e	mployees
Incorporate	d: YES [X] NO []	
TRAINING F	PROVIDER INFORMATION:	
Organizatio	n: Goodwill Industries of San Francisco	Telephone #:_415-575-2101
Address: 1	500 Mission St., San Francisco, CA 94103	
Name & Tit	le of Contact Person: Makini Hassan, Chief of Caree	er Services
Federal Em	ployer Identification Number: 94-1156540	
State Identi	fication Number: N/A	
Workers' Co	ompensation Policy Carrier: State Compensation Ins	surance Fund
Workers' Co	ompensation Policy No.: 373-0013207-03	

III. CONTRACTOR INFORMATION:

Private Industry Council of San Francisco 745 Franklin Street, Suite 200 San Francisco, CA 94102-3228 (415) 923-4003

IV. TRAINING PROGRAM DATA (To be completed by Employer and Training Provider):

PIC's Eligible Training Provider Lists (ETPL) Number (if applicable) N/A

o. of Trainees	Participant(s) Job Title	Start Date	End Date	Training Hours	Pre- Training Wage	Post- Training Wage	Post Training Titles
22	Assistant Manager	June 27, 2006	May 31, 2007	45	\$12.08	\$15.08 \$13.50	Operations Manager Asst. Manager Level 1

(a) Recruitment:

Do you need help in the recruitment of trainees? No

If so, how many trainees do you need to recruit? N/A

Will there be positions vacated as a result of advancement? No

If so, do you need assistance in recruitment? N/A

(b) Trainee Qualifications:

Do you have an employee minimum qualification skill set? This would be a set of expected employee skills such as computer skills, literacy and fluency in English, and the like.

[x]Yes (please attach)see below

Would you like PIC to help you compile one?

[] Yes [X] No

Goodwill Industries of San Francisco, San Mateo and Marin Counties is a mid-sized business with 47 employees. With 17 stores, a growing online store, and an extensive recycling/reuse business, generate almost 90% of its revenues through its retail enterprises.

There are 46 individuals who are potentially eligible for this training but only half of these are expected to pas the pre-requisite tests. Thus, we are anticipating that this training will be made available to 22 individual working in Goodwill's Retail Stores in order to help them advance along a management career path within th retail industry with Sales and Services skills that are transferable to other industries. Goodwill is working wit the National Retail Federation and Goodwill's retail business advisory group, including senior representative from corporations such as Macy's, the Gap and Mervyns, to develop a customized curriculum, and is serving as a pilot site for the Retail Management Training and corresponding certification exam.

This career path will allow for advancement and increasing levels of responsibility and recognition. This minimum qualification skill set to enter this path of advancement includes: one to two years of experience in a retail environment; math and/or accounting proficiency, High School diploma, GED or equivalent experience ability to perform some lifting (maximum 35 pounds); familiarity with cash registers, 10-key adding machine high energy; ability to multi-task, perceived to have leadership capabilities as based on performance evaluations in their jobs as Assistant Store Managers.

V. TRAINING OUTLINE (to be completed by Employer and Training Provider)

EMPLOYER'S TITLE FOR THIS JOB: Operations Manager (6 available slots), Asst. Managers Level 1 (16 slots)

To be completed by the employer

(1) Provide a thorough description of the job skills for which training is being requested:

Description of Duties: Currently, Goodwill stores have three Assistant managers and a Manager per store. With this training, we are implementing a career path and corresponding wage structure that will allow the Assistant Managers to achieve three national industry certifications and become eligible for promotion to the next level of the four existing management opportunities.

There will be two levels of Assistant Managers, Level 2 and Level 1. Pre-requisite tests will be given to all 46 Assistant Managers, but only those who pass the pre-requisites will be eligible for this management training and for the promotion to Assistant Manager Level 1. These Level 1 Assistant Managers will be eligible to advance to Operations Managers and then to Store Managers.

Following are corresponding job skills:

Reporting to the District Sales Director, the Store Manager is responsible for: achieving sales goals hrough effective management of Goodwill's social enterprise retail stores, and for supervising the Operations danager, Assistant Store Managers Levels 1 and 2 as well as Sales Associates and transitional employees clients). The Store Manager has the following responsibilities:

- Supervises sales associates, assistant managers, and operations managers. Resolves routine personnel problems focusing on achievement of desired results and attainment of sales training schedules and disciplinary actions, interviewing and selecting applicants according to procedure and supervising the day to day activities of the store.
- Manages resolution of the more complex customer questions or problems regarding prices, sales, quarantees, and merchandise specifics.
- Consults and communicates with the District Sales Director regarding the progress of program goals and other information as necessary.

Responsible for floor design and product presentation

Evaluate business trends and suggest merchandising strategies to positively impact results.

Reporting to the Store Manager, the Operations Manager has the following responsibilities:

Manages the deposit of daily store receipts and complete related record-keeping requirements

Trains employees to ensure a full understanding of duties and responsibilities.

nterfaces effectively with other Goodwill departments.

Manages scheduling of payroll hours.

Adheres to all safety practices. Reports any hazardous conditions to the Human Resources Department immediately.

Attends training events and meetings as scheduled.

Reporting to the Store Manager, the Assistant Managers Level 1 have the following responsibilities:

Supervises the work of clients enrolled in Goodwill's vocational rehabilitation/training program. Documents the progress of client development and training; write reports related to the training of consumers; and attends staff meetings and conferences as required.

Takes a lead role on projects and tasks throughout the store.

Performs other duties as assigned by supervisor.

Coordinates training for transitional employees and works with Career Services staff.

2) How would you define successful completion of training program? Please be specific, as this definition will be used evaluate success of training program and the participants' suitability for post training placement/advancement: 'o achieve the Position of Operations Manager, (6 positions) successful completion of the program will evolve passing three National Certification Exams based on industry and employer standards. These include ne Sales Certification, the Customer Services Certification, and the Retail Management Certification vailable through the National Retail Federation Foundation. In addition to passing the three certification xams, successful participants will have completed twenty-four on-line training hours and 21 hours of updated the program of the program of

To achieve a Level 1 Assistant Manager (16 positions) promotion, individuals must pass the three entification exams over the course of the program year and receive Satisfactory performance reviews in their by performance.

(3) Do you have an assessment tool to assess trainee's skills attainment? X Yes If yes, please attach.

□ No

Please note: The assessment tool is only available online but if PIC needs access to evaluate, we can arrange that through the National Retail Federation.

CTP 9/19/05

The assessment tools are three national industry-based and tested certification tests.

Industry-based certifications demonstrate competency in the most important skills that retail employers require for high performance in their workplace. Certification is derived from a set of competencies which spell out the fundamental knowledge, skills, and abilities that current and prospective employees need to succeed in related jobs and careers. Developed with support from the US Department of Labor, the Sales and Services certifications have been developed and refined by national retail employers such as Saks Fifth Avenue, Federated Department Stores, and Home Depot, with the participation and approval of the National Skills Standards Board

Each of the two initial certifications, one in Sales and one in Customer Services, consist of 70 interactive situations. The Retail Management certification consists of 100 interactive situations. These situations are delivered in a virtual environment with a National Retail Federation approved proctor present. The Retail Management training includes approximately twenty-four on-line training hours and a corresponding 21 hours of worksite training in the areas of Management and Selling and Service, Merchandising, Human Resources, Operations, and Financial. This Retail Management training is being piloted by Goodwill in conjunction with the National Retail Federation Foundation and the Department of Labor. An initial cohort will complete training and evaluations/assessment will be conducted this summer to evaluate the effectiveness of the curriculum. Because this is a pilot project under rigorous evaluation, NRF may refine curriculum and online training modules where results deem it necessary.

Goodwill's Performance Management System is the result of a year and a half intensive collaboration between Commercial Enterprises Division, Career Services Division, the Taproot Foundation and a team of Human Resource and Employer Business Advisors. The system supports the agency's mission and major goals and includes assistance and support for developing a career path and corresponding skill acquisition regardless of the employees level of employment.

To be completed by the Training Provider

Include a detailed outline of training to be provided, tasks to be learned, and approximate hours of training required for each task.

SELLING & SERVICE COMPETENCIES MINIMUM 9 HOURS OF TRAINING

- 1. Communicates daily, weekly, monthly, seasonal and annual sales and profit goals and results to Division Chief and colleague managers.
- 2. Schedules required staff to drive daily sales.
- 3. Informs staff about current promotions and rewards programs during daily meetings and periodic status checks
- 4. Establishes selling and service goals for associates
- 5. Models selling and service behaviors
- 6. Supports a store culture that promotes and builds customer satisfaction and loyalty
- 7. Executes service expectations
- 8. Reinforces customer service priorities through daily meetings and periodic status checks
- 9. Ensures customer satisfaction
- 10. Walks the floor, interacts with associates and customers to understand needs
- 11. Identifies selling and service issues and resolves customer complaints

MERCHANDISING COMPETENCIES MINIMUM 9 HOURS OF TRAINING

- Understands and executes merchandise receiving, staging and presentation processes according to standards
- 2. Organizes staff, equipment, and staging area for receiving process
- 3. Monitors staff to ensure efficiency of receiving process, quality control and execution of safety procedures
- 1. Oversees merchandise processing, price changes, transfers, RTVs and damages
- 5. Sets and directs the execution of visual merchandise presentations according to selling floor standards
- 3. Ensures floor is set according to plan-o-gram standards
- 7. Directs and executes floor recovery
- 3. Manages sales set up and ensures timeliness and accuracy with proper signing and pricing
- Identifies and communicates merchandise issues and selling opportunities
- 10. Executes seamless transition between seasonal merchandising setups

HUMAN RESOURCES COMPETENCIES MINIMUM 9 HOURS OF TRAINING

- Sources and interviews applicants for selling and support positions
- Selects and hires associates who best match job requirements (EEO, Compliance, Employee Relations, Policies and Procedures)
- 3. Orients, trains, coaches associates to perform job requirements
- I. Sets up and uses hourly compensations process (Financial)
- Observes and measures individuals and team performance.
- Regularly evaluates associates' performance, provides positive feedback and addresses poor performance
- Inspires the team through and effective communications
- Recognizes and rewards individual and team accomplishments and celebrates success

DERATIONS COMPETENCIES MINIMUM 9 HOURS OF TRAINING

- . Maintains the store's physical conditions and appearance
- Lensures the store is a comfortable and safe shopping environment
- Executes security and safety procedures to prevent accidents and respond to emergency situation ns
- Executes shortage programs and merchandise protection standards
- i. Ensures compliance with all laws, regulations, guidelines, polices and procedures
- Conducts daily, monthly, seasonal physical inventory and reconciliation

INANCIAL COMPETENCIES MINIMUM 9 HOURS OF TRAINING

- Understands weekly, monthly, seasonal and annual merchandise and sales plans
- !. Understands profit/loss statements by reporting periods
- Understands and maintains selling and non-selling expense budgets

5 CTP 9/19/05

VI. TRAINING COST (To be completed by Training Provider):

	Cost
A. INSTRUCTIONAL COST:	
	40,946.00
B. TRAINING <u>MATERIALS:</u>	45 400 00
***************************************	15,432.00
C. TRAINING FEES	11,450.00
TOTAL	67,828.00
EMPLOYER CONTRIBUTION (1/2 OF TOTAL)	33,914.00

VII. INSTRUCTOR'S QUALIFICATION (To be completed by Training Provider):

Name & Title of Instructor: Linda Oziel

Title:____

rears of Relevant Experience. 25
Does he/she have a teaching certificate or other credential (if yes, please attach a copy)? yes
II. ORGANIZED LABOR CONCURRENCE: (If under collective bargaining agreement, to be completed by Employer) N/A
Concurrence given by

NAME OF UNION REPRESENTATIVE

Date:____

EMPLOYER ASSURANCES

As a condition of the Customized Training Agreement, the Employer must

- Identify customized training program participants.
- Make good faith effort to hire or advance trainee(s) at the successful completion of the training within 30 calendar days. Advancement must take the form of wage increase, work hour increase, benefit increase or a combination of all three.
- For the training of existing employees, provide the participants with an increase in benefits or earnings, and a greater potential for career advancement when compared with those received prior to their training.
- Insure all trainees are not currently earning a self-sufficient wage that has been determined by the Local Board as \$15.08 per hour or \$2,613.87 per month. Providing supporting documentation such as salary records, W-2 forms or the like will satisfy this.
- 5. Pay at least 50% of the training cost plus any agreed upon administrative costs.
- Make payment of the Employer Contribution to the PIC in two installments; 50% upon signing of the agreement, and the balance upon completion of the training program regardless of trainee(s)' training performance outcome.
- 7. Provide quarterly data to PIC for monitoring review and continuous improvement purposes.

PIC ASSURANCES

As a condition of the Customized Training Agreement, the PIC will:

- 1. Administer the customized training funds.
- Monitor the training provider's performance.
- 3. Facilitate communication between the employer and the training provider.
- Report monthly, quarterly and annual program outcomes as needed for the Employer, the Training Provider and the WIB Employer Services
 Committee.
- Provide trainee's eligibility certification.
- Provide authorization of enrollment subject to the Employer's selection.
- 7. Retain license or title to intellectual, personal, and real property produced or purchased under the agreement.
- Approve Employer's successful completion criteria

TRAINING PROVIDER ASSURANCES

As a condition of the Customized Training Agreement, the Training Provider must:

- 1. Provide periodic progress reports of participants to PIC as requested.
- Comply with all provisions of state and federal equal opportunity and nondiscrimination laws including but not limited to: Title VI and VII of the Civil Rights Act of 1984, as amended, the Age Discrimination Act of 1975, as amended; Sections 503 and 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990.
- Not exclude from participation in, deny the benefits of, subject to discrimination by, or deny employment in the administration or any program or activity any individual because of race, color, religion, sex, national origin, age, disability, political affiliation or belief.
- 4. Comply with the child labor provisions of the Fair Labor Standards Act (FLSA.)
- 5. Comply with provisions that limit the use of funds for political activities.
- Disclose lobbying activities pursuant to 31 USC 1352.
- Establish safeguards to prohibit employees from using their positions for a purpose that is or appears to be for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
- 8. Maintain appropriate standards of health and safety in work and training

- Comply with the required provision of workers' compensation protection to participants in customized training, at the same level and to the same extent as other employees of the employees who are covered by a state or industry workers' compensation statuse; and provision of workers' compensation insurance or medical and accident insurance for injury or disease resulting from their participation.
- Insure the program has adequate administrative controls, personnel standards, evaluation procedures, availability of in-service training and other policies as may be necessary to promote the effective use of the subcontract funds.
- 11. Insure all of the training provider's employees and all of its subcontractors (if applicable) will act professionally and will comply with all requirements of the federal Privacy Act, all pertinent requirements of California State law, specifically, section 1798.55 of its Colif Code, section 10850 of its Health and Welfare Institutions Code, section 501 of its Penal Code, and section 2111 of its Unemployment Insurance Code), all pertinent requirements of the San Francisco Administrative Code, agreements which the PIC to attend a species of the Federal, State of California, and City and County of San Francisco governments and the PIC's policies and procedures in treating all particularized information on individual employers and participants confidentially, sharing such information with other authorized persons or organizations, and formally requesting written authorization from the PIC before releasing such information in specific circumstances where the applicability of any of these requirements might be unclear.
- Comply with the provisions of the Fair Employment and Housing Act (Govt. Code, Section 12900 et seq.) the regulations promulgated thereunder (California Administrative Code, Title 2, Section 285.0 et seq.) the provisions of Article 9.5, Chapter 1, Part 1, Division 11135 – 11139.9 land the reculations or standards innolement such article.
- Understand that it may be subject to the examination and audit of the Auditor General for a period of three years after final payment under the subcontract (Govt. Code Section 10532.)
- Certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal debarment or agency [Executive Order 12549, Debarment, and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities.]
- 15. Provide occupational skills training as subcontracted.
- 16. Assist the employer and employee with job retention services when necessary.

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PRIVATE INDUSTRY COUNCIL. of San Francisco, Inc.

creating employment

opportunities MEMORANDUM

TO: PIC BOARD OF DIRECTORS 4

DATE: JUNE 16, 2006

FROM:

WES DIXON, PRESIDEN

SUBJECT: LIPDATE ON WIA ADUI T GROUP SUBCONTRACTOR PERFORMANCE AND

PROGRAM YEAR 2006 FUNDING RECOMMENDATIONS (AGENDA ITEM #6)

ACTION REQUESTED

The Board of Directors is asked to review updated Program Years (PY) 2004 and 2005 performance outcomes for adult subcontractors, and approve an initial funding plan for PY 2006 WIA Adult group subcontracted services.

BACKGROUND

At your last meeting on May 26th, you asked staff to compile updated performance data through June 15, 2006, and re-visit funding recommendations.

INDIVIDUAL SUBCONTRACTOR PERFORMANCE FOR PY 2004 & 2005

The revised data in the attached spreadsheets (Attachment A) reflect all of the performance paperwork that has been received and entered into the reporting database as of this date for outcomes through June 15, 2006. Subcontractors' self-evaluations submitted late are also attached

RECOMMENDATIONS

Attachment B includes bottom line funding allocations approved by the Workforce Investment San Francisco (WISF) Executive Committee for Group Training, Individual Referrals, Customized Training, Participant Support, One Stop Support, and Implementation (PIC administration and program) costs. The funding for group training includes PIC staff recommendations for eight training programs.

Programs achieving or exceeding the 2004 placement rate (71.2%) stipulated in contracts and 2005 placement rate (72.2%) set by the State as the minimum performance standards for San Francisco are recommended for full funding. Those programs that did not achieve the minimum standards for placements are recommended for reduced funding. Placement rate is defined as the number of persons placed divided by the number of persons exited from the program.

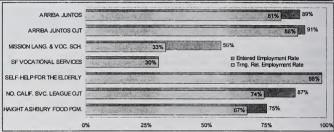
After PY 2006 - 2007 begins, final allocations and identification of carry over will provide another opportunity to consider WIA budgets. If you have guestions prior to your June 26th meeting, please call Wes Dixon at 923-4465.

Attachments

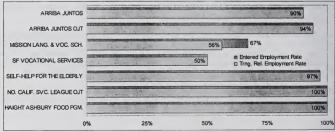
cc: WIA Adult Group Program Subcontractors

WIA Adult Performance Outcomes, Program Years 2004-05 and 2005-06 (to date):

2004-05 Adult Group Subs.	Total Enrolled	Enrollment Goal	Total Terms.	Total Employments (Placements)		Training Related Employments	Trng. Rel. Employment Rate
ARRIBA JUNTOS	27	26	27	24	89%	22	81%
ARRIBA JUNTOS CJT	32	28	32	29	91%	28	88%
MISSION LANG. & VOC. SCH	18	18	. 18	10	56%	6	33%
SF VOCATIONAL SERVICES	10	9	10	3	30%	-3	30%
SELF-HELP FOR THE ELDERLY	45	45	45	44	98%	. 44	98%
NO. CALIF. SVC. LEAGUE OJT	. 24	22	23	20	87%	17.	74%
HAIGHT ASHBURY FOOD FGM.	12	. 12 .	. 12	9	75%	8	67%
Grand Total	168	18 - 25 July 20 31	167	139	83%	: 4.128	77%



2005-06 Adult Group Subs.	Total Enrolled	Enrollment Goal	Total Terms.	Total Employments (Placements)	Entered Employment Rate	Training Related Employments	Trng. Rel. Employment Rate
ARRIBA JUNTOS	26	26	20	18	90%	. 18	90%
ARRIBA JUNTOS OJT	28	28	17	16	94%	16	94%
MISSION LANG. & VOC. SCH.	18	18	9	6 .	67%	- 5 5 x €	56%
SF VOCATIONAL SERVICES	4	9	2	- 1	50%	4.24	50%
SELF-HELP FOR THE ELDERLY	45	45	37	36	97%	- 36	97%
NO. CALIF. SVC. LEAGUE OJT	21	: 22	6	6	100%	- 6.	100%
HAIGHT ASHBURY FOOD PGM.	12	12	4	4	100%	4	100%
Grand Total	154	20	95	87	92%	. 86	91%



WIA Adult Recommended Subcontracts, Program Year 2006-07:

2006-0	7 WIA Formul	a budget	s adjusted fo	r reduced	allocations	and incre	ased PIC com	pliance
WIA ADULT	Youth	%	Adult	%	Disloc	%	All WIA	%
Group subcontracts (CBOs)	1,134,545	66.6%	644,753	31.5%	0	0.0%	1,779,298	30.4%
Individual referrals (ETPL)	0	0.0%	103,367	5.0%	1,051,183	50.0%	1,154,550	19.7%
Employer-matched Training	. 0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
Support (childcare, transport)	17,025	1.0%	92,112	4.5%	94,606	4.5%	203,743	3.5%
Subtotal Training	1,151,570	67,6%	1,044,925	51.0%	1,145,789	54.5%	3,342,284	57.1%
One Stop Employer Services	0	.0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
One Stop Infrastructure (OSO)	141,431	8.3%	255,866	12.5%	377,341	17.9%	774,638	13.2%
One Stop Assessment (HSA)	. 0	0.0%	20,469	1.0%	21,024	1.0%	41,493	0.7%
One Stop Intensive (GWI)	. 0	. 0.0%	28,657	1.4%	. 52,559	2.5%	81,216	1.4%
Subtotal One Stop Support	141,431	8.3%	509,685	24.9%	450,924	21.4%	1,102,040	18.8%
PIC Program	239,225	14.1%	287,627	14.1%	295,416	14.1%	822,268	14.1%
PIC Administration	170,247	10.0%	204,693	10.0%	210,237	.10.0%	585,177	10.0%
Subtotal Implementation	409,472	24.1%	492,320	24.1%	505,653	24.1%	1,407,445	24.1%
Total WIA	1,702,473	100.0%	2,046,930	100.0%	2,102,366	100.0%	5,851,769	100.0%

DETAIL: Adult Training	PY 05-06 Amt.	Staff Evaluation	Staff Recommends	PY 06-07 Red	
1. Arriba Juntos	89,970	Full funding	Same as 05-06	89,970	
2. Arriba Juntos	114,125	Full funding	Same as 05-06	114,125	
3. Haight Ashbury Food Pgm.	80,069	Full funding	Same as 05-06	80,069	
4. Mission Lang. & Voc. School	70,826	Reduced funding	Reduce to ~58%	41,129	
5. No. Calif. Service League	90,392	Full funding	Same as 05-06	90,392	
6. S.F. Vocational Services	59,394	Reduced funding	Reduce to ~50%	29,697	
7. Self Help for the Elderly	44,303	Full funding	Same as 05-06	44,303	
8. Self Help for the Elderly	155,068	Full funding	Same as 05-06	155,068	
9. Cust choice Indiv. Referrals	175,000	Individual Referrals		103,367	
10. Customized Training/OJT	277,382			204,693	
11. Participant Support	100,000			92,112	
Subtotal Training	1 256 520			1.044.025	649

DETAIL: Adult One Stop Support			
12. One Stop Customized Training/OJT setaside pool	(Core)	204,693	
13. One Stop Operator contract	(Core)	255,866	
14. One Stop Human Services Agency contract to provide assessment services	(Intensive)	20,469	
15. One Stop Goodwill Industries contract to provide case management services	(Intensive)	28,657	
Subtotal One Stop Support		509,685	25%

DETAIL: Adult Implementation (Fixed by Executive Committee action of May 3, 2006)		
16. PIC performance management, compliance monitoring, grantor reporting, etc. (Core/Intensive)	287,627	
17. PIC accounting, HR, office admin, procurement, MOEWD WIB/YC support, etc. (Administration)	204,693	1
Subtotal Implementation	492,320	24%

Attached: Self-evaluations for Arriba Juntos (two programs) and Northern California Service League.

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6/16/06



ARRIBA



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WIA – ARRIBA JUNTOS SELF EVALUATION On-The-Job Training Program (OJT)

Arriba Juntos On-the-Job Training (OJT) program includes up to 300 hours of case management (depending on the occupation and client needs) aimed at preparing adults for the workforce by helping them improve the skills necessary to obtain and maintain industry specific employment. Participants entered the job search phase once they have demonstrated Work Readiness skills and have prepared a resume and cover letter. Participants worked one-on-one with a job developer while simultaneously conducting independent job search utilizing the extensive resources in AJ's Placement Center. Once participants are hired, they entered an occupational training component at the job site suited to their vocational objectives. Arriba Juntos seeks permanent employment positions that pay at least \$10.00. Once the participant was employed, they continued to receive a combination of on-the-job training, onsite supportive services and soft skills upgrade designed to eliminate barriers and ensure the participants' long-term employment success. After the participant completed his/her hours of on-the-job training. he/she will continue to receive case management and career advancement services for 12 months.

The On-the-Job-Training (OJT) Program is designed to help San Francisco resident's transition into employment. Our Employment Specialists facilitate the match between employer and trainee as they navigate the steps that include an interview, agreement on the terms of the training and help for both parties as they work through the processes. Our employers are satisfied with our clients who are eventually hired for permanent positions. We are pleased that we can make a difference in our client's lives by giving them the tools to achieve their goals and become self-sufficient.

Arriba Juntos has been operating successful OJT programs for low-income job seekers in San Francisco for over 20 years; our successful placement rate all these years has been over 90%, the best performing of all the OJT subcontractors.

This is evident by the fact that we are in compliance with the numbers of our projected goals for the year in the enrollment, completion, and job placement areas. The goals and outcomes of our On-the-Job Training Program is broken down as follows:

A. Goals and Outcomes

Subcontract No.: 201-102D-55-A - July 1, 2004 - June 30, 2005

Enrollment

For FY 04-05, we over exceeded our enrollment goal of enrolling 28 participants by enrolling a total of 32 (114%) participants.

Placements

29 participants (145%) were successfully employed in the areas of retail, sales, office, and administration throughout the On-the-Job Training. We continue to stay in contact with the former participants who have found employment. They are very confident that they are succeeding in their newfound careers.

Retention Services

7 (233%) out of the 29 participants who found employment have already surpassed their 6-month retention phase. Most of them have been employed for more than a year. We are proud that our graduates have been able to maintain their jobs despite the barriers they face in their every day lives.

Activities	Goal	Accomplished	%
Enrollments	28	32	114%
Employment	20	29	145%
Other Terminations/Exits	6	3	50%
6-month Retention	3	7	233%

Subcontract No.: 102E201J - July 1, 2005 - May 30, 2006

Enrollment

Thus far, we successfully enrolled 28 (100%) participants into the OJT training program.

Placements

Our contractual goal of 15 job placements for the month of May has been surpassed with 22 participants (147%) successfully being placed into jobs in various occupations. Our Employment Specialists continue working with our clients and employers to ensure and secure permanent employment. Case managers continuously provide job referrals, supportive services as needed.

Retention Services

Thus far, 3 (100%) out of the 22 participants who found employment have already reached their 6-month retention phase. We are proud that our graduates have been able to maintain their jobs despite the barriers they face in their every day lives. Most of them have been working for more than 7 months.

Activities	Goal	Accomplished	%
Enrollments	28	28	100%
Employment	15	22	147%
Other Terminations/Exits	6	3	50%
6-month Retention	3	3	100%

B. Administration

In proposal submission, grant reporting, and invoicing, we have consistently and accurately met deadlines in a timely manner.

We submitted all paperwork (certifications/enrollments/completions and placements) for all of our clients in a timely fashion to ensure that they were entered in the system and thus, accurately recorded in the PIC MIS system.

We are fortunate to have culturally competent Case Managements/Employment Specialists, which is the essential strategy Arriba Juntos utilizes for success. Arriba Juntos has developed an in-house culturally competent case management support system capable of addressing many of the issues affecting the participants, such as domestic violence, substance abuse, and financial instability. This system is complemented by an array of workforce development services that will be provided to the client for 12 months after entering the program. A prescription tailored to the needs of each participant will address their individual needs.

We are very please with the performance of our case managers, who work with the whole person, encompassing his/her individual talents and barriers, the demands of everyday life, as well as cultural and family patterns that impact on the individual.

C. Recruitment

Arriba Juntos is a designated One-Stop Access Point, which is facilitated by our Employment Specialist/Case Manager worker on-site who has years of experience successfully placing individuals with barriers to employment, such as ex-offenders, homeless and those who possess limited English skills. Our staff is at the One Stop to both initiate and receive referrals from job seekers, assessment counselors, other One Stop staff, community agencies and employers.

Through the years AJ has built strong relationship with One Stop Assessment Staff, as well as with our community partners and peers in providing employment and training services for low-income San Franciscans.

D. Other Comments/Suggestions

We attribute our success to our many years of experience with employers and job seekers, as well as with operating WIA/JTPA contracts; however, the key to our effective performance is our ability to establish good relationships with both job seekers and employers as we facilitate the match between them and the arduous paperwork the program requires.

Every day, we see the impact of our program in ways that cannot be measured through surveys or data collections. Providing crucial job and life skills as well as emotional support and mentoring to low-income, immigrant and at-risk people is a remarkable accomplishment.

Success Profile 1

Paola Wilson is a successful profile of someone who is willing to work. Paola is 20 years old and she is originally from Mexico. When Paola came to our agency, she wanted to talk to someone regarding job opportunities. The Employment Specialist who assisted her realized that Paola needed some help with her resume, cover letter and interview skills. After a couple of weeks learning what to do and what to say at an interview. Paola was ready to meet with a HR

Representative from UCSF San Francisco General Hospital. After the interview they decided to hire Paola as a Laboratory Assistant. Ralph Marcucio, her direct supervisor says, "Paola is still working and is doing a fine job. She is working on a part-time basis contingent that she gets good grades and continues her education."

Success Profile 2

George Franco was unemployed at the time he came to AJ to look for opportunities in the job market and the educational field. After searching for job opportunities with an Employment Specialist, he found a good employment match. He was hired as Executive Administrative Assistant for the American College of California. Sherri Goodwin, the President of the ACC says about George, "My only question is can you please clone George? We need a dozen more like him! Thank you for the referral. We look forward to a long-term employment with Mr. Franco."



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WIA – ARRIBA JUNTOS SELF EVALUATION CNA/CHHA Training Program Occupational Skills Training (OST)

The Certified Nursing Assistant and Home Health Aide (CNA/CHHA) training program is designed to prepare the students to provide health services to long term care patients. It incorporates industry specific training, hands-on clinical experience and work readiness and soft skills instruction. At the successful completion of this course, the students are Certified by the State as Nurse Assistants and Home Health Aides. In addition students receive their Cardio Pulmonary Certification (CPR) valid for 2 years.

The CNA/CHHA continues to be one of our most successful programs at Arriba Juntos and it has made excellent progress this year. It is on track to meet or exceed all program goals and outcomes for the FY 04-05 and FY 05-06 contracts. This is evident by the fact that we are in compliance with the numbers of our projected goals for the year in our enrollment, completion, and employment and retention areas. The breakdown of Arriba Juntos contractual goal services and activities are as follows:

A. Goals and Outcomes

Subcontract No.: 201-102D-54-A - July 1, 2004 - June 30, 2005

Enrollment

For FY 04-05, we have met our contractual goal with 26 (100%) participants enrolled into our CNA/CHHA training program.

Completion

26 participants have successfully completed the program and passed their State Exams for Nursing Assistant and Home Health Aide Certifications.

Placements

We are proud that 24 participants (120% of our projected goal) were successfully placed into jobs in the health field. We continue to stay in contact with the former participants who have found employment and have confidence that they will succeed in their new careers in the health field

Retention Services

10 (333% of projected goal) out of the 24 participants who found employment have already exceeded their 6-month retention phase. We are proud that our graduates have been able to maintain their jobs despite the barriers they face in their every day lives.

Activities	Goal	Accomplished	%
7 TOLI VILIOU	- Out	Accompliance	70

Enrollments	26	26	100%
Employment	20	24	120%
Other Terminations/Exits	6	2	33%
6-month Retention	3	10	333%

Subcontract No.: 102E201GCIT - July 1, 2005 - May 30, 2006

Enrollment

For FY 05-06, we have achieved our goal of enrolling 26 (100%) participants into the CNA/CHHA training program.

Completions

24 participants have successfully completed the program and passed their State Exams for Nursing Assistant and Home Health Aide Certifications.

Placements

Our goal for job placements was successfully met with 19 participants (95% of our projected goal) successfully placed into jobs in the health field. The other graduates are receiving employment services and job placement referrals. In addition, we continue to stay in contact with former participants who have found employment and have confidence that they will succeed in their newfound careers. Our Employment Specialists follow up with our graduates in order to mitigate needs that may arise during employment. We support our participants throughout the training in order for them to maintain their employment.

Retention Services

Thus far, 11 (366% of projected goal) out of the 19 participants who found employments have already reached their 6-month retention phase. We are proud that our graduates have been able to maintain their jobs despite the barriers they face in their every day lives. Most of them have been working for more than 7 months.

Activities	Goal	Accomplished	%
Enrollments	26	26	100%
Employment	20	19	95%
Other Terminations/Exits	6	2	33%
6-month Retention	3	11	366%

B. Administration

In proposal submission, grant reporting, and invoicing, we have consistently and accurately met deadlines in a timely manner.

We submitted all paperwork (certifications/enrollments/completions and placements) for all of our clients in a timely fashion to ensure that they were entered in the system and thus, accurately recorded in the PIC MIS system.

We are fortunate to have culturally competent case management, which is the essential strategy Arriba Juntos utilizes for success. Arriba Juntos has developed an in-house culturally competent case management support system capable of addressing many of the issues affecting the participants, such as domestic violence, substance abuse, and financial instability. This system is complemented by an array of workforce development services that will be provided to the client for 12 months after entering the program. A prescription tailored to the needs of each participant will address their individual needs.

We are very please with the performance of our case managers, who work with the whole person, encompassing his/her individual talents and barriers, the demands of everyday life, as well as cultural and family patterns that impact on the individual.

C. Recruitment

The CNA/CHHA program continues to be in high demand. Thus, we have not encountered problems with recruitment. In fact, we have a long waiting list of interested participants anxiously waiting to enter the class.

The Health Careers Department has developed many contacts and solid relationships with new employers from convalescent homes, Home Health Aide agencies, Hospices, and In-Home Supportive Services. Employers are invited to give presentations at Arriba Juntos about their facilities and job openings for our graduates. Most of the times our graduates begin working even before they graduate and most of them are recruited the same day they graduate.

Arriba Juntos is a designated One-Stop Access Point, which is facilitated by the fact that we have a Employment Specialist/ Case Manager on-site every day who has years experience successfully placing individuals with barriers to employment, such as ex-offenders and those who possess limited English skills.

D. Other Comments/Suggestions

Every day, we see the impact of our program in ways that cannot be measured through surveys or data collections. Providing crucial job and life skills as well as emotional support and mentoring to low-income, immigrant and at-risk people is a remarkable accomplishment.

July 1, 2004 - June 30, 2005

This past year, our first success story involves Marcina Mayweather, a WIA participant from our CNA/CHHA class cycle II, filled out an application in October 13, 2003. Not only was she unemployed at the time of filling out the application, but she was also homeless and with a newborn baby. Unfortunately, there was no space available in the class for her at that time and it wasn't until nearly a year later that Marcina returned to AJ determined to take the training and to improve her living situation, which she had been struggling with for the past year. Due to that fact that she became enrolled in our August 23, 2004 – November 16, 2004 class, Marcina was able to shift from staying at various shelters ad hotels to living temporarily at a transitional family housing facility for an 18-month period. Throughout the course, Marcina excelled on her exams and so it was no surprise that she passed the state exam, received her State certifications, and graduated on time. We also watched Marcina grow as an individual throughout the program. She gained confidence, became more trusting and less defensive and even began smilling more. Remarkably, out of 26 participants who graduated from her class, Marcina was the first to get a full-time job, working as a Home Health Aide at Arcadia Health Care.

July 1, 2005 - May 30, 2006

Cici Jeffries is originally from Chicago, but was raised in Belize. She moved to Los Angeles at the age of 16 and after 15 years of living on the streets in various cities. Cici decided that it was about time to make something with her life for the good of her family. Three years ago Cici decided she wanted to take a training that would allow her to work in the health field, taking care of elders. One day, walking by Arriba Juntos, Cici became interested in the CNA/CHHA training program. She soon found out that there was a long waiting list, but without hesitation she filled out the program's application and patiently waited. After three years of waiting on July 2005 she finally heard from a case manager that she would be able to take the next training. Cici successfully completed the training on September 2005. Right away, she found a job at Compassionate Care where she worked full-time. After working there for about 2 months she was hired at Special Need Care in Marin, where she accepted a full-time CNA/HHA position After a month working for the health care facility. Cici was offered an administrative assistant position at Arriba Juntos, which she graciously accepted. Currently, she is in charge of the HomeWORC program that supports former and current homeless in their drive to make a difference in their lives. Cici is proud of her achievements and she is happy that she's been able to overcome obstacles in life, as she says, "I want to be an example for the homeless community, that if you really out your mind and fight back homelessness, you can do it" she adds. "I refused to be homeless."



	eral Project Information
1.	Project Name: Workforce Investment Act Adult Contract
2.	Name of Organization: Northern California Service League
3.	Subcontract No: 201-193D-55A
4.	Name and contact information for person completing this form:
	Larry Braynen
	28 Boardman Place, San Francisco, CA. 94103
5.	Date: 05/01/06
6.	Reporting Period: July 1, 2004 through June 30, 2005
	orting Information
7.	Number of participants recruited and assessed28
8.	Number completed training:
Q	Number Enrolled in Training: 23
٠.	Turnot Emoned in Training.
11.	Number expected to complete training by end of project:16
12.	Number of job placements obtained by individual 16 as a result of WIA Adult training:
	as a result of WIA Addit training.
13.	Number of participants who received promotions as a04
	result of WIA Adult training:
14.	Number of participants who received wage increase as06
	a result of WIA Adult training:
15	. The certification of training received by individuals as a result of WIA training
	(this number has to be broken down to explain how many individuals have
	received each type of certification and/or college credit)
Ce	rt./Credit: None No. Received: _N/A
	rt/Credit: None No. Received: N/A
	rt/Credit: None No. Received: N/A
	rt/Credit:None No. Received: N/A



Narrative Information

16. Project Status - Summary:

A. Goals:

The Northern California Service League's planned goals for the fiscal period of July 1, 2004 through June 30, 2005 was to enroll 22 ex-offenders in On-The-Job-Training opportunities placing 16 (72%) in permanent jobs after the training period was completed. During that fiscal period we enrolled 23 ex-offenders and placed 17 (73%) in permanent employment opportunities.

B. Administration:

The Northern California Service League's mission is to reduce crime through programs, which can help offenders and ex-offenders to become responsible citizens. The staff at NCSL is ethnically diverse and experienced in dealing with people who have had issues with and in the criminal justice system. With this kind of mixture we have been able to communicate with our participants and lead them in a direction that will help them get their lives back on track.

C. Recruitment:

We are not experiencing any recruitment problems. As an Access Point we interact with the One Stop Centers along with direct referrals from the San Francisco Parole Department. In addition, we have a station at 3120 Mission Street's Career Link Center where we also recruit and receive direct referrals

D. Other Comments/Suggestions:

I would like to make the comment that not having the Individual Referrals Training continues to have a great impact on our participants. The loss of specialized trainings, where a certification or the opportunity to make a living wage in San Francisco was possible, has eliminated many of our participants from programs like truck driving, barbering, computer tech etc. Having the options of IR's and/or OJT's afforded us the opportunity to do some great work and reach more of the disenfranchised population of San Francisco.



1. Project Name: Workforce Investment Act Adult Contract 2. Name of Organization: Northern California Service League 3. Subcontract No: 193E-201J 4. Name and contact information for person completing this form: Larry Braynen 28 Boardman Place, San Francisco, CA. 94103 5. Date: 05 /01/06 6. Reporting Period: July 1, 2005 through June 30, 2006 Reporting Information 7. Number of participants recruited and assessed. 27 8. Number completed training: 07
3. Subcontract No: 193E-201J 4. Name and contact information for person completing this form: Larry Braynen 28 Boardman Place, San Francisco, CA. 94103 5. Date: 05/01/06 6. Reporting Period: July 1, 2005 through June 30, 2006 Reporting Information 7. Number of participants recruited and assessed. 27 8. Number completed training: 07
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7. Number of participants recruited and assessed. 27 8. Number completed training: 07
8. Number completed training:
9. Number Enrolled in Training: 22
11. Number expected to complete training by end of project:16
12. Number of job placements obtained by individual06 as a result of WIA Adult training:
13. Number of participants who received promotions as a result of WIA Adult training:
14. Number of participants who received wage increase as a result of WIA Adult training:
15. The certification of training received by individuals as a result of WIA training (this number has to be broken down to explain how many individuals have received each type of certification and/or college credit)
Cert./Credit: None No. Received: N/A
Cert/Credit: None No. Received: N/A
Cert/Credit: None No. Received: N/A
Cert/Credit:None No. Received:N/A



Narrative Information

16. Project Status - Summary:

A. Goals:

The Northern California Service League's plan goals for the period of July 1, 2005 through June 30, 2006 is to enroll 22 ex-offenders in On-The-Job-Training opportunities placing 16 (72%) in permanent jobs after the training period is completed. To date we have enrolled 22 ex-offenders. However, we have only placed 7 (31%) in permanent employment opportunities. The reason the placement percentage is low at this time is because we have 12 participants still training, and these participants are not expected to complete their training until various times in the month of June. Most of these participants are doing well and we plan to meet our goals by the end of the contract period.

B. Administration:

The Northern California Service League is dedicated to provide extensive rehabilitative and social services to persons who have been involved in the criminal justice system. The staff at NCSL is a unique group that is both ethnically diverse and has a mixture of scholastic and life experience expertise. With this kind of mixture we continue to make good client assessments, formulate effective employment plans, and effectively place participants in permanent jobs.

C. Recruitment:

We are not experiencing any recruitment problems. Our station at the 3120 Mission Street Career Link Center and our recruitment as a One Stop Access Point continues to be a great resource in finding our targeted referrals.

D. Other Comments/Suggestions:

Again I would like to state that not having the Individual Referrals Training continues to have a great impact on our participants. The loss of specialized trainings, where a certification or the opportunity to make a living wage in San Francisco was possible, has eliminated many of our participants from programs like truck driving, barbering, computer tech etc.. Having the options of IR's and/or OJT's afforded us the opportunity to do some great work and reach more of the disenfranchised population of



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

creating employment obbortunities JUL 2 4 2006

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PUBLIC LIBRARY

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NOTICE OF A PUBLIC MEETING OF THE

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Friday, July 28, 2006

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College Auditorium

33 Gough Street San Francisco, CA 94103

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA, 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163 E-mail: soff@850vo.org

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.



If you require special accommodation due to a disability, please call Mary Fernandez at 415-923-4464 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

ISSUED: FRIDAY, JULY 21, 2006

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, JULY 28, 2006

Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from June 23, 2006 (Action Item)
- Closed Session to confer with Legal Counsel pursuant to Government Code § 54956.9 and San Francisco Administrative Code § 67.10(d):

Anticipated litigation, as defendant, two matters

- a. Vote to adjourn to closed session to confer with legal counsel (Action Item)
- 4. Reconvene in open session
 - a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item)
- 5. Selection of firm for PIC, Inc. annual audits (Action Item)
- 6. Conflict of Interest Code Review (Action Item)
 - a. Approval of PIC employee classifications covered by the requirement
- 7. Chair's Report (Discussion Item)
- 8. President's Report (Discussion Item)
- 9. Public Testimony on Non-Agenda Items (Discussion Item)
- 10. Future Agenda Items (Discussion Item)
- 11. Adjournment (Action Item)



MEMORANDUM

TO:

PIC BOARD OF DIRECTORS

DATE: JULY 21, 2006

FROM:

WES DIXON, PRESIDENT

SUBJECT: SELECTION OF FIRM FOR PIC, INC. ANNUAL AUDITS (AGENDA ITEM 5)

ACTION REQUESTED

The Board of Directors is asked to approve the selection of a firm to provide annual audit services.

BACKGROUND

The PIC released a solicitation for audit services on March 29, 2006. Four proposals were received by the April 21 due date. Staff reviewed the proposals and tentatively selected one from among the competitors.

Copies of the proposals and staff recommendations were provided to members of the Board's Audit Team — Hyacinth Ahuruonye and Ann Cochrane — with the intent of obtaining Board ratification at its meeting of May 26, 2006. For various reasons, that ratification was postponed.

RECOMMENDATION

Staff recommends the firm of Izabal, Bernaciak & Co. to provide annual audit services, and desires action by the Board, after hearing from its Audit Team, to ratify the selection. The firm selected may conduct audits of the PIC, Inc. for up to three (3) years.

If you have questions prior to the meeting, please call me at 415.923.4465.



employment opportunities

MEMORANDUM

TO: We

Wes Dixon

DATE: May 10, 2006

FROM:

Adrian Truiillo

SUBJECT: Result of the Audit Service RFP

Anika, Sixto and myself have reviewed the four CPA firms that bid for our auditing services for the fiscal year June 30, 2006. The results were unanimous. We all rank each proposal in the same order of preference but with scores were slightly different. Here are the score and prices as follows.

Ave		
Score		Price
93.67	\$	23,650
96.67	\$	19,500
88.33	\$	40,000
82.00	\$	45,000
	93.67 96.67 88.33	Score 93.67 \$ 96.67 \$ 88.33 \$

What are the next steps?

I suggest that we send the four proposals to the audit team (Hyacinth & Ann) of the Board with our recommendation to select Izabal, Bernaciak & Company. The Audit team can then review the proposals and make a recommendation to the Board in May.

I am giving Rick all of the proposal and our scoring sheet if you have any questions.

Please let me if you have any questions.

CC: Jo

C: Joel Rick

Sixto

Anika





REQUEST FOR QUOTATIONS

TO: INTERESTED PARTIES

DATE: MARCH 29, 2006

FROM:

WESLEY L. DIXON, PRESIDE

SUBJECT: REQUEST FOR QUOTATIONS (RFQ) FOR INDEPENDENT AUDITING

SERVICES

The Private Industry Council of San Francisco, Inc. (PIC) is seeking quotes from qualified Accounting firms for annual audit services.

The PIC is the local grant recipient for federal Workforce Investment Act (WIA) and other workforce development funds. Most of the funds are subcontracted to other organizations to provide employment and training services to job seekers and employers in the City & County of San Francisco with the remaining funds being used for operational expenses of the PIC.

GENERAL INFORMATION AND REQUIREMENTS

A. ISSUING OFFICE

The issuing office is the PIC, acting for the City and County of San Francisco.

B. TYPE OF SUBCONTRACT

Fee for service, professional service contract.

C. LENGTH OF SUBCONTRACT

The initial contract shall be no longer than 12 months, beginning approximately May 15, 2006.

At the discretion of the PIC, this audit contract may be extended for up to two additional one-year periods. The cost for the option period(s) will be agreed upon by PIC and the contractor and will be based upon the same approximate cost per thousand dollars of audited expenditures as the contract for the initial year.

D. SERVICES NEEDED

The Private Industry Council of San Francisco, Inc. (PIC), a 501(c)(3) nonprofit organization, is seeking professional services for audit and tax services in accordance with:

- 1. The Single Audit Act of 1984 (P.L. 98-502).
- Applicable auditing standards set forth in <u>Government Auditing Standards</u> issued by the Controller General of the United States and <u>Statements of Auditing Standards</u> published by the American Institute of Certified Public Accountants.

- 3. The Workforce Investment Act (WIA).
- 4. Audits of States, Local Governments, and Non-Profit Institutions (OMB Circular A-133)
- 5. Schedule of Funds (Exhibit A)
- 6. Prepare all tax and information return (990, 199, Charitable Trust form)

E. RESPONSE FORMAT

In addition to the form provided and any other attachments requested in this RFQ, please submit a narrative responding to the outline listed below. The narrative should be restricted to *ten pages or less* and be printed on standard 8½" x 11" white paper, single-sided, with 1" margins all around, using a 12-point font.

Failure to adequately present the requested information may adversely affect the evaluation of your quote.

The following outline should be used as a guideline for the guote.

- 1. Letter of transmittal Limit to one page
 - Briefly state the bidder's understanding of the work to be done and make a positive commitment to perform the work within the time period.
 - b. State the all-inclusive fee for which the work will be done.
 - State the names of the persons who will be authorized to make representations for the bidder, their titles, addresses, email addresses and telephone numbers.
 - d. State that the person signing the letter is authorized to bind the bidder.
- 2. Two page PIC Form (attached)
- 3 Profile of the bidder
 - a. State whether the firm is local, regional, national or international.
 - State whether the firm is a local minority and/or women owned audit firm and why it qualifies for these classifications.
 - c. State the location of the office from which the work is to be performed and the number of partners, managers, supervisors, seniors, and other professional staff employed at that office.
- Qualifying Criteria Failure to provide all of the following information will disqualify the quote.
 - Affirm that the bidder is a properly licensed Certified Public Accountant and include the license number for the owner or partner responsible for the audit.
 - Affirm that the bidder meets the independence standards of the <u>Government</u> Auditing Standards.
 - c. Affirm that the audit will be conducted in accordance with the Workforce Investment Act, the Single Audit Act of 1984 (P.L. 98-502), and <u>Audits of States, Local Governments</u>, and <u>Non-Profit Institutions</u> (OMB Circular A-133).
 - Affirm that the bidder does not have a record of substandard work and submit a copy of your most recent peer review.
 - e. Specify that the working papers will be retained for a least three years (more if necessary).

Page 2 of 5 3/15/2006

f. Specify that the working papers will be available for examination by authorized representatives of the California Employment Development Department/Audit Division, federal audit agency, City & County of San Francisco and PIC.

5. Summary of the Bidder's Qualifications

- Identify the supervisor(s) who will work on the audit, including staff from other than the local office. Resumes including relevant experience and continuing education for each supervisory person to be assigned to the audit should be included.
- Describe the recent local and regional office auditing experience similar to the type of audit requested.
- Bidder's Approach to the Examination Submit a work plan to accomplish the scope of the audit.

The estimated amount of funds to be audited is listed in the attached Schedule of Expenditures, (See attachment) The work plan should state the following:

- a. The start and completion dates of the audit.
- b. The estimated hours of each staff level to be assigned to each area of the audit. The planned used of specialists should be specified.
- c. That a detailed list of schedules and documentation required by the Contractor will be submitted to PIC no later than two weeks prior to the start of fieldwork.
- d. Other appropriate information.

Compensation

State the estimated total hours and hourly rates required, by staff classification, as well as any other costs and the resulting all-inclusive maximum fee for which the requested work will be done.

8. Additional Data

Since the preceding sections are to contain only data that is specifically requested, any additional information considered essential to the quote should be included in this section. The bidder's general information publications, such as directories or client lists, should not be included unless specifically requested. If there is no additional information to present, state, "There is no additional information we wish to present."

C. ADDITIONAL CONTRACTUAL CONSIDERATIONS

- The Contractor shall maintain total actual audit hours spent on the audit and make such information available to the EDD/Audit Division, federal audit agencies, City & County of San Francisco and PIC.
- The Contractor shall be available for meetings or discussions to resolve issues and problems during the course of the work.
- The Contractor will allow PIC staff a reasonable timeframe to respond to requests for documentation and assistance.
- 4. The Contractor will be required to prepare the various reports included in the audit report, including footnotes, compliance statements, etc. from the data in the PIC's financial system and with the assistance of the PIC staff. The PIC uses the American Fundware fund accounting system.
- The Contract may be amended by mutual agreement of the parties, in writing.

Page 3 of 5 3/15/2006

The Contract is not assignable by the Contractor whether in whole or in part without the prior written consent of the PIC.

D. METHOD OF PAYMENT

- 1. Progress payments of up to 80 percent of the contract amount will be made based upon invoices submitted to the PIC by the Contractor. The Contractor's invoice must indicate the number of hours and hourly rate by staff classification being charged to the audit and any other charges allowed by the contract. Payment will be made on a monthly basis to the Contractor within 30 days of receipt and approval of the invoice. PIC shall retain an amount equal to 20 percent of the contract pending satisfactory and timely completion of the entire contract.
- The Schedule of Expenditures represents projected expenditures recorded from July 1, 2005 to June 30, 2006 as of March 2006. Expenditures will be finalized by September 15, 2006. Bidders should allow for additional expenditures when preparing their quote.

F. DELIVERABLES

The period of the audit is from July 1, 2005 to June 30, 2006. The audit must begin by July 5, 2006. A draft audit report must be received no later than February 28, 2007. The final audit report must be completed by March 15, 2007. The PIC will require approximately 10 copies of the final audit report.

G. RESPONSE DUE DATE AND RULES

Submissions are due Friday, April 21, 2006 by 5:00 PM to:

Mary Fernandez Private Industry Council of San Francisco, Inc. 745 Franklin Street, Suite 200 San Francisco. CA 94102

No representative of the PIC or its staff other than Ms. Fernandez or her designees are authorized to accept responses. Late or incomplete responses will not be considered. Written receipts will be provided for all hand-delivered responses, but such receipts may not be provided for responses delivered by regular mail. No faxes will be accepted. If the quote is mailed it must be received by the specified deadline regardless of the postmark.

At the discretion of the PIC, if it becomes necessary to revise any part of this RFQ, an addendum will be provided to all proponents known to have received this RFQ. In addition, changes will be up-dated on the PIC website: www.picsf.org.

All questions, technical or otherwise, concerning this request for quote should be submitted to Adrian Trujillo, Chief Financial Officer, or Rick Mena, Project Manager, at the above address via e-mail (411@picsf.org). All e-mails must clearly state "AUDITOR RFQ QUESTION" in the subject line. As soon as a response is prepared it will be faxed back or e-mailed to the originator of the question. The question and response will be also be posted on the PIC's web site (www.picsf.org) as soon as possible in a question and answer format. Questions must be submitted in written form to enable all potential proponents to have access to all information.

Any other communication or attempted communication concerning the RFQ by a bidder or agent of a bidder to any person employed by PIC (other than the contact persons) or to any member or members of the WISF Board shall be grounds for immediate disqualification of the bidder

Page 4 of 5 3/15/2006

H. SUBMISSION REVIEW

The PIC President will appoint a review team. No individual will be appointed to the review team if he or she has an economic interest in any of the potential providers under consideration; each review team member will sign a detailed conflict of interest declaration. The review team will evaluate responses and provide recommendations.

I. QUOTE EVALUATION

- 1. Only quotes submitted by the deadline will be reviewed for qualifying criteria.
- 2. Quotes not meeting the minimum qualifications will be disqualified.
- A recommendation of award will be made to the President of the PIC by review team. Notification of President's decision will be sent to all bidders.
- Applicants have the right to appeal the recommended award only if WIA or PIC procurement procedures have been violated. The appeal must be submitted in writing and must describe in detail, citing the section, how this RFQ process violated WIA or PIC procurement procedures.

J. SELECTION CRITERIA

Quotes will be evaluated based on the following criteria:

CRITERIA	WEIGHT
A. Responsiveness of proposal in clearly stating an understanding of the work to be performed (audit coverage, realistic time estimates of each major segment of the work plan and the estimated number of hours for each staff assigned to audit, overall response to the RFQ)	30 Points
B. Technical experience of firm (recent experience auditing federal, state, and county grants such as Department of Labor, Health and Human Services, refugee, homeless, programs, etc., experience in auditing private nonprofit organizations in California).	15 Points
C. Qualifications of staff to be assigned to the audit (organization and composition of the audit team, qualification and experience of audit team, supervision to be exercised over the audit team by firm's senior management, organization size and structure of office from which the work will be done)	30 Points
D. Perceived value	20 Points
E. Minority of female owned business	5 Points

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. SCHEDULE OF EXPENDITURES

FOR THE PERIOD ENDING JUNE 30, 2006

Program Name	Federal CFDA No.		Projected Expenditures
U. S. DEPARTMENT OF LABOR		_	
Pass Through: State of California Employment Developm Workforce Investment Act	ent Department		
WIA - Title I Adult	17.258	\$	2,637,230
WIA - Title I Youth	17.259		1,898,209
WIA - Title I Dislocated Workers	17.260		2,226,033
WIA - Rapid Response	17.260		342,807
WIA - Title I 15% Dislocated SP WIA - Special WIA Grant	17.260 17.261		563,031
Total CFDA # 17.258, 17.259, 17.260 & 17.261	17.201	\$	55,000 7,722,309
J. S. DEPARTMENT OF LABOR		-	
Ending Chronic Homelessness (HOPE House)	17.720	\$	425,319
Total Department of Labor		\$	8,147,628
U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES Passed through State of California Department of Social S Refugee and Entrant Assistance RESS	Services 93.566	\$	86,695
Passed through City and County of San Francisco TANF			,
Community Jobs Initiative 11/01-10/03	93.558		532,076
Total Department of Health and Health Services		\$	618,771
J. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPM Passed through City and County of San Francisco			
HEC 10/04-9/05	14.235	- \$	1,034,995
Total Department of Housing & Urban Development		\$	1,034,995
J. S. DEPARTMENT OF AGRICULTURE Passed through City and County of San Francisco			
PAES	10.561	Ś	421,153
PAES (FSET)	10.561		184,597
Subtotal			605,749
Total Department of Agriculture		\$	605,749
TOTAL FEDERAL ASSISTANCE		\$	10,407,143
CITY AND COUNTY OF SAN FRANCISCO			
Redevelopment Agency		\$	1,062,666
CityBuild Academy			650,000
CalWorks - General Funds			920,658
Subtotal		. \$	2,633,324
TOTAL CITY AND COUNTY OF SAN FRANCISCO		\$	2,633,324
OTHER FUNDS			
Summer Job Program (McKesson)		\$	65,000
SFITC Foundation Grants		•	100,000
Tax Credit Fees			175,680
Vacation Fund-interest only			8,167
Subtotal		\$	348,847
OTAL OTHER FUNDS		\$	348,847
GRANT TOTAL		\$	13,389,314
GRANT TOTAL		Ψ ,	10,000,014



opportunities

MEMORANDUM

TO:

PIC BOARD OF DIRECTORS

DATE: JULY 21, 2006

FROM:

WES DIXON PRESIDENT

SUBJECT: CONFLICT OF INTEREST CODE REVIEW (AGENDA ITEM 6)

ACTION REQUESTED

The Board of Directors is asked to approve a list of PIC employees who are subject to Conflict of Interest disclosure requirements.

BACKGROUND

In its capacity as manager of public funds, the Private Industry Council must assure that its staff avoids conflict of interest as well as the appearance of conflict of interest. The City and County of San Francisco has requested a list of PIC officers and employees who should be subject to financial disclosure

RECOMMENDATION

The City Attorney has provided a template for listing the titles of PIC employees subject to the requirement. Staff recommends that the following list of PIC employees be listed:

> President Chief Operating Officer Vice President Director Workforce Analyst Rapid Response Coordinator Universal Business Representative

If you have questions prior to the meeting, please call me at 415.923.4465.



BOARD of SUPERVISORS



City Hall Dr. Carlton B. Goodlett Place, Room 244 San Francisco 94102-4689 Tel. No. 554-5184 Fax No. 554-5163 TDD/TTY No. 544-5227

DATE:

July 12, 2006

TO:

Wes Dixon, President Private Industry Council 745 Franklin Street, 2nd Floor San Francisco, CA 94102

FROM:

Gloria L. Young, Clerk of the Board SUBJECT: Conflict of Interest Code Review - REMINDER

The Political Reform Act requires every local governmental agency to review its conflict of interest code every two years to determine if it is accurate or, alternatively, that the code must be amended. Once the determination has been made, a written report must be submitted to the Clerk of the Board of Supervisors.

To assist you with your review, two fact sheets, the section of the Conflict of Interest Code Review (part of San Francisco's Campaign and Governmental Conduct Code) along with the Conflict of Interest Code Review Report were sent to you on June 20, 2006.

Please submit the completed report no later than Monday, August 21, 2006 to:

Clerk of the Board **Board of Supervisors** 1 Dr. Carlton B. Goodlett Place, Room 244 San Francisco, CA 94102

If you have any questions, please feel free to contact Linda Wong at 554-7703.

Thank you.



How to Determine Who Should be Designated In a Conflict-of-Interest Code1

Determining Who Makes or Participates in the Making of Governmental Decisions:

Making a governmental decision, means the person:

- (1) Votes on a matter:
- (2) Appoints a person:
- (3) Obligates or commits his or her agency to any course of action; or
- (4) Enters into any contractual agreement on behalf of his or her agency.

Participating in the making of a decision, means the person:

- (1) Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or
- (2) Advises or makes recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis, or opinion that requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.

Who is a Designated Employee?

A designated employee is an officer, employee, member or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decisions that may foreseeably have a material effect on any financial interest. (Government Code Section 82019.)

To determine who should be designated in the code, you need to know who within the agency makes or participates in the making of governmental decisions. (FPPC Regulation 2 Cal. Code of Regs. Section 18701-18702.4.)

Who Should Not be Designated?

The term "designated employee" does not include:

- Public officials specified in Government Code Section 87200
 - board of supervisors mayors
 - chief administrative officers
 - district attorneys county counsels
 - county treasurers
 - planning commissioners
- · city managers · city attorneys
- · city treasurers
- other city, county, and local agency public
 - officials who manage public investments
- · city councilmembers
- Solely clerical, ministerial, or manual positions
- Members of boards or commissions that are solely advisory and do not make substantive recommendations

Checking Duty Statement and Job Description:

You can determine who should be designated in the code by first eliminating those positions outlined above that are not designated employees.

Next, evaluate the remaining employees, members, officers, or consultants of your agency. Top level management personnel are normally broad policy makers and should be designated. Look at each position to determine if it requires the making or participating in the making of governmental decisions. One way to accomplish this is by reviewing duty statements or job descriptions.

¹This information sheet should not be used to determine whether your agency is required to adopt a conflict-of-interest code. Contact the FPPC for assistance in making that determination.



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Note:

disclosure statements.

Additions are single-underline italics Times New Roman: deletions are strikethrough italies Times New Roman. Board amendment additions are double underlined.

Board amendment deletions are strikethrough normal.

Be it ordained by the People of the City and County of San Francisco:

Section 1. The San Francisco Campaign and Governmental Conduct Code is hereby

Workforce Investment Board and Private Industry Council Conflict of Interest Codes.]

Conduct Code to update the list of designated employees who must file financial

Ordinance amending sections 3.1-207 and 3.1-350 of the Campaign and Governmental

amended by amending Sections 3.1-207 and 3.1-350, to read as follows:

SEC. 3.1-207. ECONOMIC DEVELOPMENT, MAYOR'S OFFICE OF

Disclosure Category 2. Persons in this disclosure category shall disclose all investments and business positions in any business entity, and income from any source, which has submitted a proposal to enter into or who has entered into any contract, subcontract or other financial agreement voted on or otherwise discussed by the Workforce Investment Board during the period covered by the disclosure statement.

Designated Positions	Disclosure Categories
Executive Director	<i>All</i> -1
Director, Base Re-use and Development	1
Director, Public Finance	1
Project Directors	1
Project Managers	1
Member, Workforce Investment Board San Francisco	2

SEC. 3.1-350. PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.—#	JKKP OKC
NVESTMENT SAN FRANCISCO BOARD.	

(a) Disclosure Category 2. Persons in this disclosure category shall disclose all investments and business positions in any business entity of management in, and income from any source, which organization that, during the period being reported, has submitted a proposal proposed to enter into or who has entered into any contract, subcontract or other financial agreement with the Private Industry Council of San Francisco, Inc. during the period covered by the disclosure statement.

(h) Disclosure Category 3. Members of the Workforce Investment San Francisco Board and of its Executive Committee, Employer Services Committee, One Stop Committee, Program Resources Committee, and any other committee of the Workforce Investment San Francisco Board that recommends or selects parties to financial agreements with the Private Industry Council of San Francisco, Inc. shall disclose all income from, and investments and positions of management in any organization that, during the period being reported, has been a candidate for any financial agreement with the Private Industry Council of San Francisco, Inc. that is subject to the Board's selection.

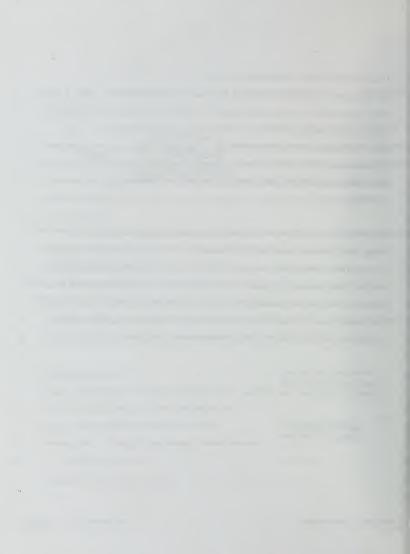
Designated Positions	Disclosure Categories
Member, Private Industry Council Board of Directors	2
Member; Workforce Investment San Francisco Board	3
Member, Designated Committee of the Board	<u>2</u> 3
Member, Senior Leadership Team, Private Industry Council of	
San Francisco, Inc.	2,3
President, Private Industry Council	2

Chief Operating Officer, Private Industry Council	2	
Vice Presidents, Private Industry Council	<u>2</u>	
Chief Financial Officer, Private Industry Council	2	
Directors, Private Industry Council	<u>2</u>	
Assoc. Vice Presidents, Private Industry Council ANALYSTS	2	· / 152
Grant Specialists, Private Industry Council COORDINATOR	2 WA	sylor
UNIVERSAL BUSINESS Contract Specialists, Private Industry Council REPRESENTATIVE	2	
Consultants*	J 1	

*With respect to consultants, the President of the Private Industry Council may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in this category. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The President shall forward a copy of this determination to the Board of Supervisors. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

APPROVED AS TO FORM: DENNIS J. HERRERA, City Attorney

MARIAM MORLEY
Deputy City Attorney





Meeting Cancellation Notice

The PIC Board of Directors Meeting scheduled for Friday August 25, 2006 AUG 1 8 2006

has been cancelled.

The next PIC Board of Directors meeting will be announced later.



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PRIVATE INDUSTRY COUNCIL

of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING

OF THE

SAN FRANCISCO PUBLIC LIBRARY PRIVATE INDUSTRY COUNCIL, INC.
BOARD OF DIRECTORS

Date: Friday, September 22, 2006

Time: 9:00 a.m. - 11:00 a.m.

Location: Auditorium

Community College District Office

33 Gough Street

San Francisco, CA 94103

Copies of materials may be obtained from the PIC office and reviewed on the website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

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Adele Destro, Interim Administrator Sunshine Ordinance Task Force City Hall, Room 244 1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163

E-mail: sott@sfgov.org
The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

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If you require special accommodation due to a disability, please call Cynthia Vasquez at 415-923-4464 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Monday, September 18, 2006

AGENDA FOR MEETING OF THE BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL INC. FRIDAY, SEPTEMBER 22, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda (Action Item)

	· · · · · · · · · · · · · · · · · · ·
2.	Public Testimony on Agenda Items (Discussion Item)
3.	Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):
	a. Personnel Issues
4.	Reconvene in open session
	 Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item)
	 Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item)
5.	Adoption of minutes from the meeting held on July 28, 2006 (Action Item)
6.	Revised allocations for WIA IB formula grants for PY 2006-07 (Information Item)
7.	Nominating and election of new Board Officers (Action Item)
8.	San Francisco's workforce system and PIC's role in it (Discussion Item)
9.	President's Report (Discussion Item)
10.	Chair's Report (Discussion Item)
11.	Public Testimony on Non-Agenda Items (Discussion Item)
12.	Future Agenda Items (Discussion Item)
13.	. Adjournment (Action Item)



employment opportunities

MEMORANDUM

TO: EXECUTIVE COMMITTEE

DATE: SEPTEMBER 20, 2006

FROM: WES DIXON PRESID

Also agenda item 6 for PIC Board of Directors meeting of Sep. 22, 2006.

SUBJECT: UPDATE OF 2006-07 WORKFORCE INVESTMENT ACT (WIA) ALLOCATIONS

(AGENDA ITEM 4)

ACTION REQUESTED

The Executive Committee is being informed of additional WIA formula funds recently announced by the California Employment Development Department. No formal action is requested.

BACKGROUND

The Executive Committee approved an initial distribution of WIA IB formula funds for Youth. Adult, and Dislocated Workers at its June 14, 2006 meeting. At that time, Committee members were advised that published allocations were preliminary, and that unexpended funds from PY 2005-06 would not be known until October.

ADDITIONAL WIA FUNDS

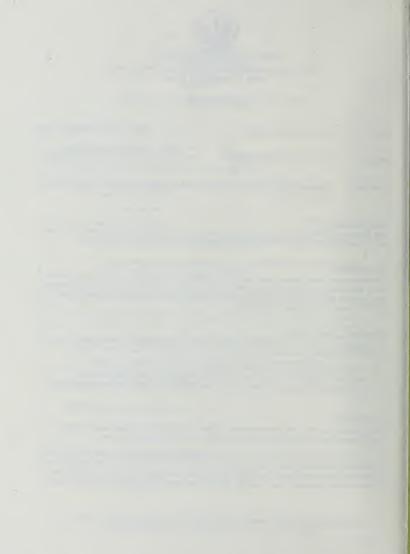
On September 1, 2006, the State released final WIA formula allocations for PY 2006-07, adding a total of \$810,850 to the overall WIA budget administered by the Private Industry Council:

- the Youth allocation was increased \$343,488 from \$1,702,474 to \$2,045,962;
- the Adult allocation was increased \$171,226 from \$2,046,930 to \$2,218,156; and
- the Dislocated Worker allocation was increased \$296,136 from \$2,102,366 to \$2,398,502.

NEXT STEPS

The PIC staff has not completed its review of PY 2005-06 WIA obligations and expense. Any unobligated carry-over funds identified in that review will need budgeting as well.

The staff of the Mayor's Office of Economic and Workforce Development and the PIC will meet to revisit the public process for incorporating new WIA revenue. With advice and guidance from the chairs of the Youth Council and PIC Board, staff will return to the Executive Committee at its October meeting to report. If you have questions or comments, please call me at 415.923.4465.





Meeting Cancellation Notice

The PIC Board of Directors
Meeting scheduled for
Friday
October 27, 2006

has been cancelled.

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Next PIC Board of Directors Meeting will be held on Friday, November 17, 2006 from 9:00 a.m. to 11:00 a.m., at 33 Gough Street in the Auditorium.

745 Franklin Street, Suite 200 | San Francisco, CA 94102-3228 | www.picsf.org | e-mail: 411@picsf.org
Telephone 415.923.4003 | Fax 415.923.6966 | TDD 800.735.2929 (CRS)



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING OF THE

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Friday, January 19, 2007

Time: 9:00 a.m. - 11:00 a.m.

Location: City College of San Francisco

Community College

Auditorium 33 Gough Street

San Francisco, CA 94103

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

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OTHER ACCOMMODATIONS

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ISSUED: TUESDAY, JANUARY 16, 2007

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

FRIDAY, JANUARY 19, 2007

Public Testimony will be taken throughout the meeting

1.	Adoption of the Agenda (Action Item)
2.	Adoption of minutes from December 15, 2006 (Action Item)
3.	Discussion and action on a Board Resolution to authorize the Private Industry Council's TSA plan under IRS section 403(b) through June 30, 2007 (Action Item)
4.	Director of Workforce Development's Report (Discussion Item)
5.	President's Report (Discussion Item)
6.	Chair's Report
7.	Public Testimony on Non-Agenda Items (Discussion Item)
8.	Future Agenda Items (Discussion Item)
9.	Adjournment (Action Item)



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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BOARD OF DIRECTORS RESOLUTION

WHEREAS, it is the desire of the Private Industry Council of San Francisco, Inc. (PIC) Board of Directors to reward its employees for faithful service rendered by the adoption of a Tax Sheltered Annuity "TSA" plan under section 403(b) of the Internal Revenue Code (the "Code"), and

WHEREAS, it is believed that the continuation of the plan will encourage continuous employment and loyalty to the PIC, in the mutual interest of the employees and the PIC, now therefore be it

RESOLVED: That the PIC Board of Directors does hereby continue the Tax Sheltered Annuity Plan from Delta Life and Annuity Company, and it is

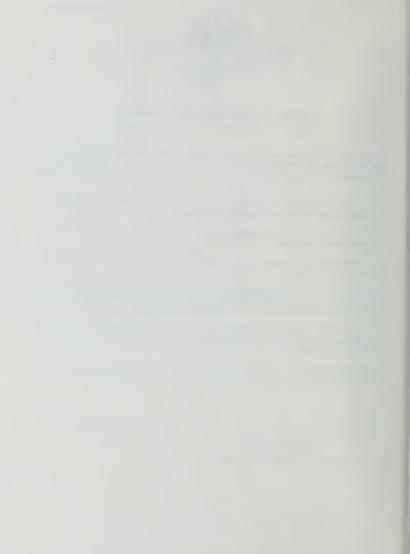
FURTHER RESOLVED: That the rate of PIC's retirement contribution will be 6% for the period January 1, 2007 to December 31, 2007; and it is

FURTHER RESOLVED: That the Board of Directors of the Private Industry Council of San Francisco, Inc. shall authorize and execute any documents to adopt, amend, and restate the Private Industry Council of San Francisco Retirement Plan (the "Plan").

FURTHER RESOLVED: That the PIC Human Resources Director be and hereby is designated as Administrator to formulate rules and procedures conforming to the plan document for administration and participation in such annuity contracts.

FURTHER RESOLVED: That the Board of Directors of the Private Industry Council of San Francisco, Inc. has reviewed and approved this resolution this 19th day of January 2007.

	January 19, 2007
Steve Arcelona, Chairman	Date
Board of Directors,	
Private Industry Council of San Francisco, Inc.	





Cancellation Meeting Notice

The PIC Board of Directors

Meeting scheduled for

Friday

February 16, 2007

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February 16, 2007 has been cancelled.

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Next PIC Board of Directors Meeting will be held on **Thursday, March 1, 2007** from 9:00 a.m. to 11:00 a.m., at 33 Gough Street in the Auditorium. - 10

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Note change

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NOTICE OF A PUBLIC MEETING OF THE

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Friday, March 1, 2007

Time: 9:00 a.m. - 12:00 noon

Location: City College of San Francisco

Community College

Auditorium 33 Gough Street

San Francisco, CA 94103

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE (Chapter 67 of the San Francisco Administrative Code)

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Adele Destro, Interim Administrator

Sunshine Ordinance Task Force City Hall, Room 244

1 Dr. Carlton B. Goodlett Place San Francisco, CA 94102-4683 Telephone: 415-554-7724 Fax: 415-554-5163

Dhone: 415-554-7724 Fax: 415-554-516 E-mail: sotf@sfgov.org

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OTHER ACCOMMODATIONS

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ISSUED: THURSDAY, FEBRUARY 22, 2007

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

FRIDAY, MARCH 1, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda (Action Item)

2. Adoption of minutes from January 19, 2007 (Action Item)

3. Discussion and action on a Board Resolution to authorize the Private Industry Council's TSA plan under IRS section 403(b) through June 30, 2007 (Action Item)

4. Assessment of PIC Financial Affairs (Discussion Item)

5. PIC's Work Transition Plan (Action Item)

6. Director of Workforce Development's Report (Discussion Item)

7. President's Report (Discussion Item)

8. Chair's Report (Discussion Item)

9. Public Testimony on Non-Agenda Items (Discussion Item)

10. Future Agenda Items (Discussion Item)

11. Adjournment (Action Item)

Future Meeting Dates:

Friday, March 16, 2007, 33 Gough Thursday, March 29, 2007, 170 Otis Friday, April 20, 2007, 33 Gough Friday, May 18, 2007, 33 Gough Friday, June 15, 2007, 33 Gough

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PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING
OF THE
BOARD OF DIRECTORS OF THE
PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Friday, March 1, 2007

Time: 9:00 a.m. - 12:00 noon

Location: City College of San Francisco

Community College Auditorium 33 Gough Street

San Francisco, CA 94103

Note change

AGENDA APPEARS ON THE REVERSE SIDE

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ISSUED: FRIDAY, FEBRUARY 23, 2007

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

FRIDAY, MARCH 1, 2007

Public Testimony will be taken throughout the meeting

1.	Adoption of the Agenda (Action Item)						
2.	Adoption of minutes from January 19, 2007 (Action Item)						
3.	Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(e):						
	a. Personnel Issues						
4.	Reconvene in open session						
	 Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item) 						
	 Possible report on actions taken in closed session (Govt C.§54957.1(a)(2) and (S.F. Adm. C.§67.12(b)(2).) (Action Item) 						
5. Discussion and action on a Board Resolution to authorize the Private Industry Council's TSA plan under IRS section 403(b) through June 30, 2007 (Action Item)							
6.	Assessment of PIC Financial Affairs (Discussion Item)						
7.	PIC's Work Transition Plan (Action Item)						
8.	Director of Workforce Development's Report (Discussion Item)						
9.	President's Report (Discussion Item)						
10.	. Chair's Report (Discussion Item)						
11.	Public Testimony on Non-Agenda Items (Discussion Item)						
12.	Future Agenda Items (Discussion Item)						
13.	Adjournment (Action Item)						

Future Meeting Dates:

Friday, March 16, 2007, 33 Gough Thursday, March 29, 2007, 170 Otis Friday, April 20, 2007, 33 Gough Friday, May 18, 2007, 33 Gough Friday, June 15, 2007, 33 Gough



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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NOTICE OF A PUBLIC MEETING
OF THE
BOARD OF DIRECTORS OF THE

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MAR 1 5 2007

SAN FRANCISCO PUBLIC LIBRARY

Date: Friday, March 16, 2007

Time: 9:00 a.m. – 11:00 a.m.

Location: City College of San Francisco

PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Community College

Auditorium 33 Gough Street

San Francisco, CA 94103

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REVISED AGENDA APPEARS ON THE REVERSE SIDE

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WEDNESDAY, MARCH 14, 2007

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO. INC.

FRIDAY, MARCH 16, 2007 Public Testimony will be taken throughout the meeting

- 1. Adoption of the Agenda (Action Item)
- 2. Adoption of minutes from March 1, 2007 (Action Item)
- 3. Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(b):
 - a. Personnel Issues
- 4. Reconvene in open session
 - Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item)
 - Possible report on actions taken in closed session (Govt C.§54957.1 and (S.F. Adm. C.§67.12(b).) (Action Item)
- Discussion and possible action to approve contracts with consultants for assistance with the closeout and transfer of Workforce Investment Act funds and "obligations from the PIC, Inc. to the City and County of San Francisco. (Action Item)
- Discussion and possible action to approve contract with Mr. Ira Okun for consultant services regarding the dissolution of PIC, Inc. (Action Item)
- Report and possible action to adopt recommendations regarding PIC, Inc. dissolution. (Action Item)
 - a. Recommendation to extend timeframe for PIC dissolution
 - b. Recommendation for a dissolution and transition budget
- 8. Limiting the Fourth Quarter PIC effort (Discussion Item)
- Discussion and possible action on a Board Resolution to authorize the Private Industry Council's TSA plan under IRS section 403(b) through June 30, 2007 (Action Item)
- 10. Director of Workforce Development's Report (Discussion Item)
- 11. Chair's Report (Discussion Item)
- 12. Public Testimony on Non-Agenda Items (Discussion Item)
- 13. Future Agenda Items (Discussion Item)
- 14. Adjournment (Action Item)



PRIVATE INDUSTRY COUNCIL of San Francisco, Inc.

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Note change in time & location

NOTICE OF A PUBLIC MEETING OF THE

BOARD OF DIRECTORS OF THE PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC.

Date: Thursday, March 29, 2007

Time: 9:00 a m = 12:00 noon

Location: Human Services Agency

Born Auditorium

470 Otia Otara di Or

170 Otis Street, Ground Floor San Francisco, CA 94103

AGENDA APPEARS ON THE REVERSE SIDE

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ISSUED THURSDAY, MARCH 22, 2007

AGENDA FOR THE BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL OF SAN FRANCISCO, INC. OCCUMENTS DEPT

THURSDAY, MARCH 29, 2007
Public Testimony will be taken throughout the meeting

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ATTEMANOISCO DURING LIBEARY 1. Adoption of the Agenda (Action Item) 2. Adoption of minutes from March 16, 2007 (Action Item) 3. Closed Session Pursuant to Government Code § 54957 San Francisco Administrative Code § 67.10(b): Personnel issues in reduction of staff 4. Reconvene in open session a. Vote to elect whether to disclose any or all discussions held in closed session (S.F. Adm. C. §67.12(a).) (Action Item) b. Possible report on actions taken in closed session (Govt C.854957.1 and (S.F. Adm. C.867.12(b).) (Action Item) 5. Report and possible action to accept and approve Employee Transition Plan. (Action Item) 6. Discussion and possible action on PIC's estimate of severance and retirement costs (Action Item) 7. Report and possible action to accept and approve Work Transition Plan (Action [carried over from March 1 meeting] Item) 8. Report and possible action to accept and approve recommended Board actions regarding dissolution budget and termination date of PIC (Action Item) 9. Director of Workforce Development's Report (Discussion Item) 10. Chair's Report (Discussion Item) 11. Public Testimony on Non-Agenda Items (Discussion Item)

Future Meeting Dates:

12. Future Agenda Items (Discussion Item)

13. Adjournment (Action Item)

Friday, April 20, 2007, 9-11 AM, 33 Gough Auditorium Friday, May 18, 2007, 9-11 AM, 33 Gough Auditorium Friday, June 15, 2007, 9-11 AM, 33 Gough Auditorium



MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: MARCH 22, 2007

FROM: IRA OKUN, DISSOLUTION CONSULTANTA

EMPLOYEE TRANSITION PLAN (AGENDA ITEM 5)

ACTION REQUESTED

The Board of Directors is asked to review and accept this plan for transitioning current PIC employees upon the dissolution of the work component of the corporation on 6/30/07.

SAN FRANCISCO

BACKGROUND

SUBJECT:

The 501(c)(3) nonprofit PIC, Inc., created in 1979, has been providing workforce development services on behalf of the City and County of San Francisco. At your December 15, 2006 meeting you resolved to return the work of the corporation to the City and County by June 30. 2007.

Your resolution called for two plans of transition: one for the corporation's work to be presented to you by March 1, 2007, and another for the transition of its employees to be presented to you by March 31, 2007. The first document was presented to you at the March 1, 2007 Board meeting. This document is the second of those two plans.

GUIDING ASSUMPTIONS BASED ON DISCUSSIONS TO DATE

- The WIA receiving City departments will likely be structured into three general areas as follows:
 - WIA Administration: Mayor's Office of Community Development (MOCD) Policy: Mayor's Office of Economic and Workforce Development (MOEWD)
 - Operations One Stop System: Human Services Agency (HSA)
- Staffing plans for WIA components (three areas outlined above) will be based on a revised operational and service delivery structure currently in development by MOEWD, and will leverage existing resources within each City department.
- . MOEWD has determined that approximately \$1.3 million of WIA funds will be spent on administrative staffing (MOEWD & MOCD) in the 2007-08 fiscal year. The exact amount will be determined when the estimated allocation for the City is communicated by the State in late April or early May, 2007.
- MOEWD estimates that the administrative staffing figure listed above will fund approximately 12 FT positions. Four of these positions are already filled by existing MOEWD staff, or have been authorized for new hires by the WISF; the remaining 8 positions will be new positions to each of these departments.

- Approximately \$774,000 \$932,000 of WIA funds will also be used to staff and operate
 the One Stop System, however, it is not yet known if new positions will be created, or
 funds will be used to support existing staff within the One Stop. MOEWD anticipates
 that the budget and staffing plan for the One Stop will be completed by April 15, 2007.
- Select current PIC employees will be invited to apply for new positions within the three WIA funded departments. However, employment will not be guaranteed, and is at the discretion of the City department.
- The City's Department of Human Resources has classified each PIC staff position
 according to the City of San Francisco job classification system. This classification will
 be used in part to determine new job classifications within the revised WIA administrative
 structure. It is unlikely that new positions will correspond exactly with job qualifications
 and duties within the current PIC structure.
- MOEWD has identified several positions Workforce Analyst, Data Specialist, and Reporting Specialist — which have the most crossover between current PIC function and anticipated new positions within the City. Approximately seven PIC employees currently operating these functions will be interviewed and may be invited to apply for new WIAfunded positions within the City. MOEWD may interview more PIC employees if additional positions with crossover potential are identified within the new structure.
- The fiscal year 2006-07 budget for the PIC is approximately \$12 million, of which less than \$7 million comes from the WIA formula allocation. It is not possible, given the allocation, nor the revised structure of WIA administration and operations that is pending, to expect that all of the current PIC functions or staff will be transferred to the three departments administering WIA funds.
- Other Local grantors should act as soon as possible to bring programs in-house and move staff accordingly (HSA, CityBuild, SFRA, etc).
- Loss of some current staff members should be expected prior to June 30.
- Staff expertise should be available to City departments for at least 3 months (April-June).

PIC UNKNOWNS BASED ON DISCUSSIONS TO DATE

- Exact WIA receiving entities within the city. MOEWD anticipates that this will be resolved by April 15, 2007, as well as staffing plans for next fiscal year.
- Total number of new WIA funded positions within the receiving departments.
- Any other non-WIA staffing plans in other City departments.

This employee plan is therefore written with these assumptions and unknowns as the premise of the plan.

PIC EMPLOYEE PLAN

As soon as the unknowns are known, PIC will act to move the transitioning employees to the receiving entity or entities as quickly as possible. If the move(s) occur before the end of June, there is little for PIC to do except to prepare the usual exit paperwork, conduct exit interviews and pay any accrued unused vacation.

As of May 1st, 2007, all active regular PIC employees will be given a lay off notice by Human Resources effective 6/30/07.

For all current PIC employees outplacement services have begun and continue to be offered as follows: Resume writing services, interview workshops, stress management classes, individual career counseling, financial literacy workshops, and rapid response orientation.

Employees who are actually laid off as of June 30, 2007, in addition to receiving their accrued vacation payment, may be eligible to receive severance pay per PIC policy and the PIC/SEIU MOU as follows, provided that funds are available:

<u>Severance Pay</u> "Employees with at least two (2) years of service who are involuntarily laid off, shall receive a severance payment in exchange for a release equivalent to two (2) weeks pay (lump sum) at the rate of salary at date of separation, or three weeks pay (lump sum) for employees who have more than fifteen (15) years of PIC service."

References: PIC-SEIU MOU, January 14, 2004, Section X. H.

Interim Policies (Unrepresented Group), November 5, 2004, Section XI

Retirement Severance Pay "All employees who have accumulated at least fifteen (15) years of employment with the PIC and who voluntarily leave their employment with the PIC with at least 45 days of advance notice or who are involuntarily terminated as a result of a reduction in force, illness, or death shall be paid one week's salary (without additional benefits) for each uninterrupted year they were employed with the PIC prior to February 1, 1995 up to a maximum of thirteen (13) weeks."

References: PIC-SEIU MOU, January 14, 2004, Section XX.B

Interim Policies (Unrepresented Group), November 5, 2004, Section X Personnel Policy & Procedures Guide, January 8, 2007, Section IX.C.6.d

COBRA (for health plans, excluding dental) will be offered if the PIC, Inc. continues to exist beyond June 30, 2007 as a corporation.

PROPOSED MASTER CALENDAR PIC Transition Plan Tasks and Timelines

Task	Who	By When
Classify PIC positions as City positions	City Human Resources	March 30
Identify receiving entity or entities	MOEWD Rhonda Simmons	April 15
Identify positions and number of positions	MOEWD, Receiving entities	April 15
Identify individual staff members to invite to apply for new WIA funded positions	Receiving entity or entities	April 15
Layoff notices to employees not invited to apply for new positions	PIC Human Resources	May 1
Outplacement services implemented at PIC*	PIC Human Resources	May 1
Coordinate hire process	Receiving entity or entities	May 15
Exit meetings with transitioned employees	PIC Human Resources	May 31
Prepare separation notices; Authorize severance payments	PIC Human Resources	June 25
Exit meetings with laid off employees	PIC Human Resources	June 29
Close the PIC payroll as workforce agency	PIC Human Resources	June 30

*Effective April 1, 2007, implement release time for job search; coordinate meetings for staff: DHR-Workforce Development unit, retirement plan representative, health and dental plans assistance, unemployment information; prepare packages of resource materials for job search.

PIC is working closely with the Mayor's Office of Economic and Workforce Development and other City agencies to return work to the City in as competent and professional a manner as possible. If you have questions prior to the meeting, please call Ira Okun at 415.351.3172.





creating employment opportunities

MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: MARCH 22, 2007

FROM:

White tropande ROBERTA FAZANDE, INTERIM DIRECTOR OF HUMAN RESOURCES/EEO

SUBJECT:

COST INFORMATION FOR SEVERANCE AND RETIREMENT (AGENDA ITEM 6)

At your last meeting, you asked for 1) information on severance pay for staff upon layoff and the projected costs of paying those benefits, and 2) the projected costs to pay PIC retirement contributions for one (1) to six (6) percent.

Severance

Employees who have at least two (2) years of service can receive two (2) weeks of pay; employees who have 15 or more years of service can receive three weeks of pay.

Here is the projected figure for the two week and three week payments. This is a maximum amount and would apply only if all current eligible staff are still active on June 30, 2007.

Twenty eight (28) staff are eligible; 21 employees would receive two weeks pay and seven (7) would receive three weeks pay for a grand total of \$73,265.

In addition, employees hired before February 1995 with at least 15 years of PIC/MOET service are eligible to receive one (1) week of retirement severance for every year of service prior to February 1995. The maximum benefit is 13 weeks. (Please note that this provision is paid upon separation, with layoff being only one of several reasons for separation.)

Seven (7) staff will receive this benefit. Six (6) will receive 13 weeks and one (1) will receive nine (9) weeks for a grand total of \$120,643.

Retirement Contribution Rate

CA7 466

PIC's retirement contribution for December 2006 was \$7,911 at the 6% rate. Based on the December figure. I projected for the six-month period January to June 2007, the following total costs:

0 /6	947,400
5%	\$39,555
4%	\$31,644
3%	\$23,733
2%	\$15,822
1%	\$7,911

C0/

Please let me know if you have questions.





MEMORANDUM

TO: PIC BOARD OF DIRECTORS

DATE: February 23, 2007

FROM: WES DIXON

DOCUMENTS DEPT.

SUBJECT: WORK TRANSITION PLAN (AGENDA ITEM 7)

MAR 26 ****
SAN PRANCISON

ACTION REQUESTED

The Board of Directors is asked to review and accept staff's plan for moving its work to the City and County of San Francisco.

BACKGROUND

The 501(c)(3) nonprofit PIC, Inc. was created by the Mayor's Office of Economic Development in 1979. At your December 15, 2006 meeting you resolved to return the work of the corporation to the City and County by June 30, 2007.

Your resolution called for two plans of transition: one for the corporation's work to be presented to you by March 1, 2007, and another for the transition of its *employees* to be presented to you by March 31, 2007. This document is the first of those two plans.

ORGANIZATION OF THIS DOCUMENT

Part I. This cover memorandum (2 pages)

Part II. Transition tasks by functional area of the corporation

- 1. Administration
- 2. Reporting
- 3. Fiscal/Accounting
- 4. Human Resources
- Technology/Systems
- 6. Operations/Subcontracts
- 7. Records Management
- Part III. Grant-specific current status report and notes
 - Workforce Investment Act (WIA)
 - VVOIKIOICE IIIVESIIIIEIII ACI (VVIA)
 - Human Services Agency programs (WtW, CalWORKs, PAES, HEC, et al), including DOL-directed Hope House (disabled homeless)
 - Mayor's Office of Economic and Workforce Development programs (CityBuild)
 - Redevelopment Agency programs (Consortium, Bloomingdales)
 - Information Technology Consortium (a WIB initiative)

Part IV. PIC Inventory Listing, Initial

GUIDING PRINCIPLES

- Transition should be seamless: participants in training should not be aware of transfer:
- Local grantors should act asap to bring programs in-house (HSA, CityBuild, SFRA):
- Staff expertise should be available to receiving departments for at least 3 months:
- Obligations made by PIC should stop on a date certain (WIA and WtW IRs in particular):
- Grantors and subcontractors should be kept informed at least monthly:
- PIC must clearly specify all active WIA participants and follow-up obligations by May 31:
- Loss of some current staff members should be expected prior to June 30; and
- Work should be fully transferred by May 31, leaving June as an internal clean up month.

PROPOSED MASTER CALENDAR

PIC staff will be challenged by the demands of day-to-day grant administration while engaged in a firm transition schedule. Ongoing work includes contracting, monitoring, status reporting. accounting and participant tracking.

A calendar to accommodate the schedule includes:

- Dec. 15, 2006 Decision by PIC Board to dissolve the corporation:
- Jan. 1, 2007 PIC emails Essential Functions lists to all Board members:
- Feb 22 Date of this Work Transition Plan-
- PIC Board of Directors act to accept this Work Transition Plan; March 1
- March 16 PIC Board of Directors meet to hear transition progress reports:
- March 16 Official notice to all grantors and subcontractors of PIC's dissolution:
- March 29 PIC Board of Directors meet to accept Employee Transition Plan:
- March 30 Audit deadline
- April 20 PIC Board of Directors meet to conduct such business as necessary:
- April 30 PIC ceases making IR subcontract obligations;
- April 30 Information Technology Consortium relocates from PIC office;
- May 1 All PIC employees receive notice of lavoff effective June 30, 2007:
- PIC Board of Directors meet to conduct such business as necessary: May 18
- All active and inactive participant follow up caseloads are transferred; May 31
- EDD begins week-long WIA Fiscal & Compliance Review visit; June 4
- June 30 PY 2006-07 ends, no further business is conducted by the PIC. Inc.:
- July 1, 2007 All grants and active subcontracts are the responsibility of the City.

Three earlier documents are helpful if you need context for PIC's closure:

- PIC's White Paper dated Dec 12, 2006, discussed at your Dec 15 meeting, agenda item 3. (http://www.picsf.org/minutes/pic_bod/2006/bob121506/WhitePaperFinal.pdf);
- Your Resolution of December 15, 2006, approved in conjunction of agenda item 3, (http://www.picsf.org/minutes/pic bod/2006/bob121506/PIC%20Board%20Resolution%2 0re%20Transition.pdf).
- PIC Essential Functions emailed to you on Jan 1, 2007.

PIC is working closely with the Mayor's Office of Economic and Workforce Development to return its work to the City in as competent and professional a manner as possible.

If you have guestions prior to the meeting, please call me at 415.923.4465.

PART II: PIC TRANSITION TASKS BY FUNCTIONAL AREA OF THE CORPORATION.

Following is a listing of overall and specific transitional responsibilities and tasks listed by PIC department.

Each specific task listed in the table below includes the following information:

- 1. Task name
- 2. Department responsible for completing the task
 - AD = Administration
 - DA = Data Services
 - FS = Fiscal/Accounting
 - HR = Human Resources
 - IT = Technology/Systems
 - OP = Operations/Subcontracts
 - RG = Records
- 3. Priority Level: L= Lowest M= Medium H=Highest
- 4. A primary and secondary person responsible for completing the task
 - AF = Alfredo Fajardo
 - AO = Albert Onyemem
 - BB = Brenda Brown
 - DK = Daphne Kay
 - HG = Heather Groninger
 - JG = Jim Gladfelter
 - MF = Mary Fernandez
 - RF = Roberta Fazande
 - WD = Wes Dixon
 - ZP = Zenaida Paguirigan
- 5. Three due dates: Original, Revised, and Done
- 6. Comments regarding the task status

Summary of major areas:

- 1. Administration (Dixon, Groninger)
- 2. Data Reporting (Gladfelter, needs assistance)
- 3. Fiscal/Accounting (Gladfelter, Paguirigan)
- 4. Human Resources (Fazande, Kay)
- 5. Technology/Systems (Dixon, Onyemem)
- 6. Operations/Subcontracts (Brown, Fajardo)
- 7. Records Management (Gladfelter, Fernandez)

Completed tasks in each department are included at the end of the listing of specific tasks.

1. ADMINISTRATION

OVERALL RESPONSIBILITIES

OVERALL RESPONSIBILITIES	
GENERAL TASK	GENERAL DELIVERABLE
Master Notification Lists	All parties - grantors, landlords, leases, etc.
Corporate Dissolution	All 501(c)(3) required filings
Legal Assistance	Novation instructions
Blue Team Coordination	Handoff explanation, staffing advice, TA
Work Plan Tracking	All grants transfer, key responsibility focus
Employee Plan Tracking	All employee status determination, follow-up

ADMINISTRATION		WHO		DUI	E DATE	ES		
TASK	DEPT	PRI	1	2	ORG	REV	DONE	COMMENTS
Closeout all PIC administrative activities	AD	Н	WD		05/31/07			Allow for June to be a clean up month
Establish weekly Red Team meetings through March	AD	Н	WD	HG	02/01/07			Red Team = PIC managers, MOEWD, consultants
Send notifications to City & County grantor departments	AD	Н	WD	RS	04/01/07			HSA, MOCD, SFRA, DCYF, MTA, CCSF
Compile lists of notifications to be sent to various parties: Grantors, CBOs, Subcontractors, Vendors, et al.	AD	Н	WD	RS	03/15/07			
Complete master list of all services and agreements that PIC has for administrative services (i.e. equipment, phones, websites, storage, water, postage, ADP, banking, etc.)	AD	Н	MF	AO	03/01/07			List of agreements signed for various services. Develop list of all outstanding leases - item, term, cost per month.
Transfer/terminate all other leases	AD	М	MF	AO	04/01/07			From developed list of all service agreements/leases, determine termination schedule.
Transmit notification of intent to terminate lease 1650 Mission	AD	М	JG	WD	03/02/07			Notify landlord - need 90 day notice and final check submitted. Cc to HSA David Curto.
Continue Iron Mountain contract, change party PIC to MOEWD	AD	М	JG	MF	05/31/07			Storage of PIC paper records

Administration (continued)

Prepare inventory of	AD	M	MF	AO	04/30/07			Centralize with Mary
all keys and locks								& Albert as back-up and secondary compilers.
Complete Form 700 (Conflict of Interest) for all named PIC employees and BOD. PIC BOD will need to submit final copy of form with the "leaving office" box checked.	AD	L	HG	MF	04/30/07			PIC makes full copy and submits to Ethics Comm. Regular annual form will be submitted to MF from Ethics Commission in April 07.
Write grantors for permission to dispose of all owned equipment	AD/IT	L	AO	WD	05/31/07			Develop a plan for disposition of all PIC assets - cross listed with IT department
COMPLETED TASKS								
Develop a Transition Matrix	AD	Н	ALL		01/25/07	02/16/07	02/21/07	Draft completed end of January. Revisions in February. Final submitted to PIC BOD 3/1/07.
Provide HG with Work Transition checklists for Board on 3-1-07	AD	Н	WD	HG	03/01/07		02/21/07	
Terminate Lease - 745 Franklin St. 2nd Floor	AD	М	JG	WD	03/01/07	-	02/09/07	Letter sent 2-9-07 notifying EDD of our plans to vacate the space on June 30, 2007.

2. DATA SERVICES

OVERALL RESPONSIBILITIES

OVERALL RESPONSIBILITIES							
GENERAL TASK	GENERAL DELIVERABLE						
JTA Job Training Automation	Transition from stand alone system						
Reporting requirements	All grants, external & internal, summaries						
Database design	All non-WIA grant architecture						
Participant Records Storage	Confidential storage, retrieval, destruction						
Forms documentation	All grants reg., enrollment, status, exit, FU						
Performance measurement	All grants performance standards, measures						

DATA SERVICES	WHO			DU	E DAT			
TASK	DEPT	PRI	1	2	ORG	REV	DONE	COMMENTS
Closeout all PIC data reporting operations	DS	Н	ALL	GM/AF	05/31/07			Allow for June to be a clean up month
Develop a list of various reports created and submitted from the group	DS	Н	GM	AF	03/10/07			Includes WIA and NON WIA
Transition Data reporting and verification to JTA Direct System	DS	Н	GM	AF	04/01/07			Transition from In House Stand Alone system to JTA Direct
Assemble and transfer data collection forms and client stats	DS	М	GM	AF	05/31/07			D. Yang as 3rd backup
Assemble and transfer HRIS/Inventory	DS	М	GM	AF	05/31/07			D. Yang as 3rd backup
Assist COO to develop WIA Eligibility TAG	DS	М	GM	AF	04/01/07			
Assist COO to develop non-WIA Eligibility TAG	DS	М	GM	AF	04/01/07			
Work with records team to organize, catalogue, transfer or store participant records and files	DD	M	GM	AF	05/31/07			
Prepare status update of various reports. Updated monthly	DS	М	GM	AF	03/31/07			
COMPLETED TASKS								
Provide HG with Work Transition checklists for Board on 3-1-07	DS	Н	GM	HG	03/01/07		02/21/07	
Publish list of responsibilities by staff member	DS	М	GM	HG	03/01/07		02/21/07	

3. FISCAL/ACCOUNTING

OVERALL RESPONSIBILITIES

O TELOTE TREO OTTO DIETTEO							
GENERAL TASK	GENERAL DELIVERABLE						
Master chart of accounts	Universal grant setup for Blue Team						
Reconciliation & analysis	Labor distribution, bank recs, plans/actuals						
Grant reimbursements	Grantor forms, schedule, disbursement status						
Reporting	JTA, grantor closeout, internal reconciliation						
Payroll	ADP, HR coordination, employer obligations						
Accounts Payable	Invoice payments, outstandings, prepayments						

FISCAL/ACCOUNTING	AL/ACCOUNTING WHO DUE DATES							
TASK	DEPT	PRI	1	2	ORG	REV	DONE	COMMENTS
Closeout all PIC financial affairs	FS	Н	ALL	JG	05/31/07			Allow for June to be a clean up month
Close PIC books for Fiscal Year 05-06	FS	Н	JG	ZP	03/31/07			
Update the Grant Status monthly Both WIA and Non WIA	FS	Н	JG	RS				Scheduled. Once LD is complete, update monthly.
Finish the Labor Distribution through 1-31- 07	FS	Н	ZP/JG	RS	02/01/07	02/15/07		Detailed work has been completed. Labor charges posted to 12-05. Analysis of grants now in process. Once complete, labor to 6-06 will be posted, analyzed and then labor through 1-07 posted and analyzed.
Finalize and transfer grants, subgrants, and subcontracts	FS	M	BB	JG	05/31/07			DOL, EDD, HSA et al
Send letter to IRS on PIC dissolution	FS	M	CA	-	05/31/07			
Close PIC books for Fiscal 06-07	FS	М	JG	ZP	08/31/07			
Complete Fiscal 05-06 Audit	FS	M	JG	ZP	04/30/07			

Fiscal/Accounting (continued)

Complete the Fiscal 05-06 tax return	FS	М	JG	-	05/15/07	CPAs to prepare 2nd extension request
Transfer or terminate all Insurance policies	FS	М	JG	-	05/31/07	Coverages known, includes Bus & Workers Comp. All policies have been renewed
Prepare for the State Compliance Review	FS	М	JG	ZP	03/31/07	
Prepare severance cost analysis with Employee Transition plan	FS	М	JG	RF	03/31/07	Initial analysis prepared by Zennie. Wes and Jim to review before publishing.
Make sure the 2007 CJP W- 2's are issued	FS	М	JG	ZP	12/31/07	Jan 1-Jan 25, 2007
Finish all Grant Closeouts - WIA	FS	М	RS	JG	04/30/07	Jim to review
Finish all Grant Closeouts - Non WIA	FS	М	SA	JG	04/30/07	Update grants matrix
Prepare a list of Memberships and Dues	FS	М	WD	HG	05/31/07	
Identify recipient of the PIC WIA grant - Transfer all	FS	M	WD	RS	06/30/07	To City & County, department unknown
Identify the recipient of the PIC non WIA Funds - Transfer all documents and summaries of fund status	FS	М	WD	RS	06/30/07	Target agency or organization
Report list of fiscal monitoring forms by grant	FS	М	JG	BB/AF	05/31/07	
Report list of audit resolution forms by grant	FS	М	JG	BB/AF	05/31/07	
Prepare various fiscal checklists/procedures including fiscal monitoring and grants administration	FS	M	JG/ZP	RS/SA	05/31/07	Includes grant checklists for WIA and Non WIA
Work w/operations to ensure all subks/CBOs have submitted final bills through 6/30/07 and close out of contracts are complete	FS/OP	М	JG/ZP	BB/AF	6/30/07	

Fiscal/Accounting (continue Reconcile and transfer all	FS	T	JG	ZP	05/31/07		Bank of America.
Bank Accounts			JG				Outstanding checks analyzed to 1/31/07. Waiting for deposits and labor distribution to complete.
Reconcile and distribute the Vacation Fund	FS	L	JG	ZP	05/31/07		Smith Barney
Develop plan for transfer of Fiscal records & American Fundware	FS	L	JG	ZP	06/30/07		
Continue to process the PIC payroll	FS	L	ZP	JG	06/30/07		ADP contract & extension plan
Complete Fiscal Monitoring for Fiscal 05-06	FS	L	SA/RS	JG	06/30/07		
Complete Fiscal Monitoring for Fiscal 06-07	FS	L	SA/RS	JG	06/30/07		
Record liability for Fiscal 06-07 audit as of 6-30-07 COMPLETED TASKS	FS	L	JG	ZP	06/30/07		
Provide HG With Work Transition checklists for Board on 3/1/07	FS	Н	WD	HG	03/01/07	02/21/07	
Close out The SF Foundation	FS	Н	HG	BB		01/22/07	Submitted Final Report to SFF on 1/22/07
Transfer CJP payroll to Goodwill Industries	FS	Н	WD/ZP		01/31/07	01/31/07	Prepare Final Bills for Payroll already processed
Get all original contracts documents in one file	FS	Н	JG	BB/AF	1/31/07	01/31/07	All Contracts are now identified and originals filed
Send welfare exemption letter	FS	Н	JG	ZP	02/15/07	02/15/07	Property Tax Exemption filed with County
Complete DOL Audit	FS	М	JG	ZP	02/01/07	02/01/07	Auditors have completed their review
Confirm the '% obligated/expended to carryover to new fiscal year	FS	М	WD		01/31/07	01/31/07	Wes verified that 80% needs to be obligated
Extend Due Date for Fiscal Audit	FS	М	JG		03/31/07		Request an extension? No

4. HUMAN RESOURCES

OVERALL RESPONSIBILITIES

OVERALL RESPONSIBILITIES	
GENERAL TASK	GENERAL DELIVERABLE
Job descriptions	Organizational design and staffing
Grade and step architecture	Pay grades, steps, performance evaluations
Equal Opportunity responsibilities	System complaints, grievances, statistics
Union relations	MOU compliance, severances, UI, training
External employees	Identification, transition planning & services
Transition services	Resume prep., interviewing techniques, other

HUMAN RESOURCES			W	10	D	UE DATES		
TASK	DEPT	PRI	1	2	ORG	REV	DONE	COMMENTS
Closeout all HR operations, union obligations, employer obligations	HR	Н	RF	HG	05/31/07			Allow for June to be a clean up month
Prepare Employee Transition plan for Board approval by March 31	HR	Н	RF		03/31/07			Benefits, severance, MOU compliance, layoff notices
Research health plans for ex-PIC employees	HR	Н	RF		03/01/07			No COBRA after 6/30/07
Provide Seniority List	HR	Н	RF		03/15/07			For multiple employees in position
Coordinate transition of payrolled employees	HR	Н	RF		03/01/07			
Provide WIA EO responsibilities, forms, etc.	HR	Н	RF		03/01/07			
Update all PIC job descriptions	HR	М	RF		03/01/07	02/02/07		Updated 2/2/07. Final versions by 3/1/07.
Renew the Medical and Dental Plan	HR	М	RF		03/31/07			Policy renews 3-1- 07. Open enrollment in February
Report severance costs by individual staff member. See fiscal for cost estimations.	HR	М	RF		03/31/07			
Provide PIC Performance Evaluation Info	HR	М	RF		03/01/07			
Notify Retirement Plan carriers; arrange meeting	HR	М	RF		03/01/07			
Notify EAP carrier	HR	М	RF		03/01/07			

Human Resources (continued)

Haman Resources (contin						
Notify other vendors (training, credit union, etc.)	HR	M	RF	03/01/07		
Exit conferences	HR	M	RF	05/31/07		
Purge, sort, prepare for storage, HR files	HR	М	RF	05/31/07		
Pay final payments	HR	M	RF	06/29/07		
Resolve post 6/30/07 HR issues	HR	М	RF	03/31/07		Retirement payment, Form 5500
COMPLETED TASKS						
Provide HG with Work Transition checklists for Board on 3-1-07	HR	Н	RF	03/01/07	02/21/07	
Notify Health and Dental Plans carriers	HR	M	RF	03/01/07	02/06/07	
Implement outplacement services at PIC	HR	Н	RF	03/01/07	02/20/07	
Notify Flexible Spending Plan administrator	HR	М	RF	03/01/07	12/22/06	

5. TECHNOLOGY/SYSTEMS

OVERALL RESPONSIBILITIES

OVERALL RESPONSIBILITIES	
GENERAL TASK	GENERAL DELIVERABLE
Office equipment inventory	Chairs, storage cabinets, file cabinets, etc.
IT equipment inventory	Computers, servers, printers, routers, etc.
Ownerships	Clarifications, permissions to dispose
Telephone services	Accounts, instruments, T-1s, DSLs, etc.
Software agreements	Microsoft platform, Office, other software
Equipment svc. agreements	Copiers, postage machines, etc.

TECHNOLOGY SYSTEMS			W	10	DU	E DATI	ES	
TASK	DEPT	PRI	1	2	ORG	REV	DONE	COMMENTS
Closeout all PIC office operations and IT workstations	ΙΤ	Н	MF	AO	05/31/07			Allow for June to be a clean up month
Provide HG with Work Transition checklists for Board on 3-1-07	ΙΤ	Н	AO	HG	03/01/07			Not done.
Publish a plan to end communications after PIC closure	ΙT	М	AO	MF	04/30/07			Forward & cancel phone services. Notify referral agencies.
Publish a plan to end or support/maintain PIC's website	ΙΤ	М	AO	MF	04/30/07			Maintenance of www registration, disposition, link or forward
Publish a transition plan for IT support to outside organizations	IT	M	AO	MF	04/30/07			Do any PIC services support other departments like One Stop centers?
Publish inventory item count of all equipment in possession of subks by type and description	OP/IT	M	AO	ВВ	04/30/07			Cross listed with OP
Publish a list of all software licenses	IT	М	AO		03/30/07			List of licenses and terms
Publish an IT asset inventory and disposition plan	IT	M/H	AO		03/30/07			Equipment inventories for 745 and 1650
Create categories and prepare Inventory lists of office furniture and equipment	IT	M/H	AO		03/30/07			Chairs, Storage cabinets, File drawer cabinets, Postage machines, Copiers

Technology/Systems (continued)

rechnology/Systems (contini	red)				
Create categories and prepare Inventory lists of IT equipment	IT	M/H	AO		03/30/07	Desktops, portables, servers, printers, faxes, routers, switches, modems, flash drives, keyboards, speaker sets, earphones, mice.
Publish a plan for transferring the various accounting databases	IT	L	JG	ZP	04/30/07	
Publish a plan for transferring the various demographic databases	IT	L	GM	DY	04/30/07	
Write letters to funders for permission to dispose of equipment	IT/AD	L	WD	AO	05/31/07	Develop a plan for disposition of all PIC assets - cross listed with AD department
Publish list of telephone services to cease on 7/1/2007	IT	Ĺ	AO	WD	06/01/07	Office landlines, 3120 landlines, modem landlines, Cell phone service, T-1 data lines, DSL data lines, other?
COMPLETED TASKS None yet completed						

6. OPERATIONS/SUBCONTRACTS

OVERALL RESPONSIBILITIES

OVERALE REGIONOSSIENTES							
GENERAL TASK	GENERAL DELIVERABLE						
Master subcontract database	Subcontractors C/R, IR, prof. svcs., other						
Notifications C/R and IR	WIA Adult, DWP, Adult Low Income, WtW						
Novations C/R and IR	Those continuing after 7-1-07 only						
Business Services	Rapid Response, tax credits, cust. training						
Direct Services	Info & referral, certification, IR basics, DPN						
Monitoring tools & technique	Appointments, boilerplates, tools, reports						

OPERATIONS/CONTRACTS			WH	0	DUI	E DATE	ES	
TASK	DEPT	PRI	1	2	ORG	REV	DONE	COMMENTS
Closeout all PIC operations	OP	Н	ALL	BB	05/31/07			Allow for June to be a clean up month
Notification of last day for submitted modifications	OP	Н	ALL WA's	AF	03/01/07			Need to submit to subcontractors ASAP with deadline of modification submissions of 4/1/07.
Overall: Provide finished procedures/checklists for all functional areas - case management, contract management, and reporting. *See six specific rows of deliverables below	OP	М	ВВ	AO	04/30/07			Saved in K-drive (Red Team drive) for access by all
Specific: Standard Operating Procedures for contract management	OP	М	AF		03/30/07			
Specific: Procedures/status report on case management - active, pending, and retention	OP	М	ALL WA's	AF	04/30/07			All Workforce Analyst's (WA) complete for their own caseloads. Alfredo complies.
Specific: Rapid Response program operations report and completion of functional job analysis template.	OP	М	DK		04/30/07			HG supplies the template to DK for completion.
Specific: Tax credits and customized training - procedure for conducting - completion of functional job analysis template.	OP	М	MC	AF	04/30/07			HG supplies the template to MC for completion.
Specific: Standard Operating Procedures for reporting	OP	М	BB	AF	04/30/07			

Operations/Subcontracts (continued)

Send notification to IRs	OP	M	BB	AF	04/01/07		
regarding prepaying and amending contract							
Publish a list of all PIC forms by grant and description/function	OP	М	AF	HG	04/30/07		Program, monitoring, operations. Physical list plus electronic copies of actual forms. Evie is secondary lead.
Publish inventory item count of all equipment in possession of subcontractors by type and description	OP/IT	М	BB	AO	04/30/07		Cross listed with IT
Directive driven policies or TAGs passed to receiving city department (Blue Team recipient)	OP	М	BB	AF	05/31/07		
Publish database of all subcontracts/training service providers including the monitoring schedule	OP	М	AF	BB	04/30/07		CR subcontracts, IR subcontracts, Prof. Svc. subcontracts
Report annual schedule of monitoring visits by grant COMPLETED TASKS	OP	M	AF	BB	04/30/07		
Specific: ETPL (Eligible Training Providers) - Procedure for approval and listing.	OP	M	DK	BB	04/30/07	02/20/07	Hard copy supplied to HG. Awaiting electronic copy.
Extend Youth Development Subcontracts	OP	Н	ВВ	WD	06/30/07	02/01/04	City must handle

7. RECORDS MANAGEMENT

OVERALL RESPONSIBILITIES

OVERALL RESI ONSIDIEITIES	
GENERAL TASK	GENERAL DELIVERABLE
Retention requirements	Audit requirements for all grants
Storage labeling database	Iron Mountain storage & retrieval
Keep and toss guidance	Data records (demo & financial), monitoring
Interim storage space	Staging for further processing
Disposition	Storage & shipping, retrieval instructions
Office closure on June 30	Lock the door and turn the key

RECORDS MANAGEMENT			W	10	DUE DATES			
TASK	DEPT	PRI	1	2	ORG	REV	DONE	COMMENTS
Establish weekly Records Team meetings through March	RG	H	JG	MF	06/30/07			Allow for June to be a clean up month. Records will be either active and ready to ship to end user or stored at Iron Mountain
Develop the record retention policy and work instructions	RG	Н	JG	WD	03/15/07			Draft complete 2-14- 07. Circulate to team leaders for additional input and dates.
Develop record retention timeframes/schedule including retention requirements of various grants	RG	Н	JG	WD	03/15/07			Draft complete and circulated to team leaders on 2/20/07.
Develop record disposition policy and procedure	RG	Н	JG	WD	03/15/07			List due 3-1-07. Revise and finalize by 3-15-07
Develop a inventory list of all records and types	RG	н	ALL	WD	03/15/07			Records Team is Jim, Mary, Evie, and Heather; 2nd weekly meeting held 2/13/07. Next meeting 3-1-07. Refer to separate matrix for detail of groups activities
Identify and store all PIC paper records based on written records retention policy/procedure and various work instructions	RG	М	JG	MF	06/30/07			Allow for June to be a clean up month. Records will be either active and ready to ship to end user or stored at Iron Mountain

Records Management (continued)

Records Management (co	ntinue	d)					
Identify and store all PIC electronic records based on written records retention policy/procedure and various work instructions	RG	М	JG	WD	06/30/07		Compile and transfer to new entity
Complete compilation of all corporate 501(c)(3) legal records	RG	M	HG	MF	04/30/07		
Provide HG with Work Transition checklists for Board on 3-1-07	RG	Н	JG	HG	03/01/07	2/20/07	Records Team is Jim, Mary, Evie, and Heather, second weekly meeting held 2/13/07. Next meeting scheduled for 3-1-07. Refer to separate matrix for detail of groups activities

PART III: GRANT-SPECIFIC AND INDIVIDUAL REFERRAL NOTES & STATUS REPORTS:

The following section is a work in progress to be continuously updated

Following is a listing of the status of each PIC-managed grant and individual referral (IR) subcontract. Grants are listed by general funding category and include a brief narrative description. This grant listing is a work in progress, and thus there are incomplete dat provided. Only WIA IRs are structured by type (dislocated worker and low-income), and then by subcontractor. HSA IRs (welfare-to-work, refugee) are not included in this work plan but are in the process of being compiled. Each list contains additional data fields not shown here.

WORKFORCE INVESTMENT ACT (WIA)

WIA Adult cohorts:

Base PY: 7/2006 to 6/2007	Total Contract Amount \$	# To Serve	Term Begin	Term End	\$ Expended	\$ Remain- ing	Date of Last Invoice
Human Svcs. Agency (OS Operator)	255,866		Jul 1, 2006	Jun 30, 2007			
Human Svcs. Agency (Assessment)	20,469		Jan 1, 2007	Jun 30, 2007			
Goodwill Industries (Intensive)	28,657	15	Jan 1, 2007	Jun 30, 2007		28,657	
SF Hotel/Restaurant LMEF & CCSF	276,525	200	Jun 1, 2006	Jun 30, 2007			
Children's Council (Childcare)	55,000		Jul 1, 2006	Jun 30, 2007	12,051	42,949	1/26/07
Arriba Juntos OJT	89,970	28	Jul 1, 2006	Jun 30, 2007	52,062	37,908	1/31/07
Arriba Juntos ESL-OST	114,125	26	Jul 1, 2006	Jun 30, 2007	68,595	45,530	1/31/07
Haight Ashbury Food Pgm.	80,069	12	Jul 1, 2006	Jun 30, 2007	30,446	49,624	2/14/07
Mission Lang. & Voc. School ESL	41,129	10	Jul 1, 2006	Jun 30, 2007	37,410	5,744	2/14/07
No. Calif. Service League	90,392	22	Jul 1, 2006	Jun 30, 2007	51,051	39,341	1/31/07
SF Vocational Services	29,697	5	Jul 1, 2006	Jun 30, 2007			
Self Help Home Health/ESL	44,303	9	Jul 1, 2006	Jun 30, 2007	25,895	18,408	2/14/07
Self Help Housekeeping/ESL	155,068	36	Jul 1, 2006	Jun 30, 2007	88,212	66,856	2/14/07
OJT Employer Reimbursement Pool	113,843		Jul 1, 2006	Jun 30, 2007			
Jewish Family and Children's Services	13,336	30	Jul 1, 2006	Jun 30, 2007			
Goodwill Industries	33,914	22	Jun 1, 2006	Jun 30, 2007			

WIA Adult Individual Referrals (Low Income IRs):

SUB NAME	Individual Identifier	Start Date	End Date	Type of Training	Total Contract Amount	
American Truck School	254-1	12/29/2006	1/31/2007	Class A Driver	3,999	1/31/2007
Arriba Juntos	102-1	10/30/2006	12/27/2006	Cert Nursing Assistant	5,000	
Bay Area Video Coalition	330-2	10/11/2006	6/30/2007	Video Core/ Production	6,000	10/11/2006
Bay Area Video Coalition	330-1	11/1/2006	9/30/2007	Web Core/Design	6,000	12/15/2006
Jewish Vocational Services	168F201IRT-1	8/7/2006	8/3/2007	Custodian	157,500	11/9/2006
Mission Language & Vocational School	137F201IRT-3	1/8/2007	10/12/2007	Culinary/Cook	8,275	
Mission Language & Vocational School	137F201IRT-4	1/8/2007	10/12/2007	Medical Assistant	8,360	
Mission Language & Vocational School	137-1	10/1/2006	6/30/2007	Medical Assisting	8,360	1/31/2007
Mission Language & Vocational School	137-2	1/8/2007	9/28/2007	Medical Assisting	8,360	Not Yet
National Holistic Institute	221-1	11/15/2006	11/15/2007	Massage Therapy	7,000	11/15/2016
National Holistic Institute	221-2	2/8/2007	8/24/2007	Massage Therapy	7,000	Not Yet
Self-Help for the Elderly	(1 participant	8/16/2006	10/19/2006	Housekeeping	4,095	11/15/2006
Unitek College	507-1	11/9/2006	11/23/2006	Clinical Research	2,544	12/1/2006
University of East West Medicine	(I participant	1/6/2007	12/21/2007	Therapy	7,300	

WIA Youth Development cohorts:

Base PY: 7/2006 to 6/2007	Total Contract Amount \$	# To Serve	Term Begin	Term End	\$ Expended	\$ Remain- ing	Date of Last Invoice
Children's Council (Childcare)	10,000		Jul 1, 2006	Jun 30, 2007	3,282	6,718	1/26/07
Human Services Agency (OS Oper.)	170,247		Jul 1, 2006	Jun 30, 2007			
Goodwill Industries	10,000	10	Feb 1,2006	Jun 30, 2007	2,937	7,063	1/16/07
Asian Neighborhood Design	72,451	14	Jul 1, 2006	Jun 30, 2007	32,422	40,029	2/15/07
Family Service Agency SF TAPP	79,000	21	Jul 1, 2006	Jun 30, 2007	27,473	51,527	2/15/07
Golden Gate Community, Inc	77,533	19	Jul 1, 2006	Jun 30, 2007	28,014	49,519	2/14/07
Indo-Chinese Housing Dev. Corp.	86,317	55	Jul 1, 2006	Jun 30, 2007	37,392	48,925	2/15/07
Ingleside Community Center	25,924	8	Jul 1, 2006	Jun 30, 2007	12,263	13,661	1/16/07
International Institute of SF	59,807	22	Jul 1, 2006	Jun 30, 2007	27,784	32,023	1/18/07
Jewish Vocational Service	80,075	25	Jul 1, 2006	Jun 30, 2007	38,172	41,903	1/29/07
Larkin Street Youth Services	52,769	16	Jul 1, 2006	Jun 30, 2007	21,323	31,446	2/14/07
LYRIC-Lav. Youth Rec. & Info. Ctr.	31,558	10	Jul 1, 2006	Jun 30, 2007	20,776	10,782	2/21/07
Mission Hiring Hall, Inc.	80,175	15	Jul 1, 2006	Jun 30, 2007	49,921	30,254	2/6/07
Mission Lang. & Voc. School, Inc.	76,492	20	Jul 1, 2006	Jun 30, 2007	37,709	38,783	1/25/07
Mission Neigh. Ctrs./RAP Coll.	51,290	23	Jul 1, 2006	Jun 30, 2007	31,041	20,249	2/20/07
Renaissance Parents of Success	88,681	23	Jul 1, 2006	Jun 30, 2007	44,011	44,670	2/14/07
RR Lighthouse for Blind	31,927	15	Jul 1, 2006	Jun 30, 2007	12,895	19,032	2/1/07
SF Sheriff's Department	76,283	22	Jul 1, 2006	Jun 30, 2007	76,058	225	12/11/06
SF Learns	50,357	16	Jul 1, 2006	Jun 30, 2007	14,865	35,492	2/9/07
The Family School	81,128	25	Jul 1, 2006	Jun 30, 2007	47,755	33,373	. 2/9/07
Young Scholars Program	32,778	10	Jul 1, 2006	Jun 30, 2007	9,359	23,429	1/26/07

WIA 15% & 25% (Governor's Discretionary Special Projects funds):

11174 1070 Ca 2070 (00101110	ciona,	y operation to jobis tallas).							
	Total Contract	# To				\$ Remain-	Date of Last		
Base PY: 7/2006 to 6/2007	Amount \$	Serve	Term Begin	Term End	\$ Expended	ing	Invoice		
San Francisco Works	206,250	120	Oct 1, 2004	Jun 30, 2007	128,931	77,319	1/9/07		
Jewish Vocational Service	115,119	21	Oct 1, 2005	Sep 30, 2006					
City College of SF TAA-Garment	474,802		Aug 1, 2005	Dec 31, 2007	213,589	261,213	10/31/06		
Children's Council (TAA Garment)	100,000		Jul 1, 2006	Jun 30, 2007	21,461	78,539	1/26/07		

WIA Dislocated Worker (infrastructure):

WIA DISIOCALEA WORKER (III	Total	,	I				Date of
Base PY: 7/2006 to 6/2007	Contract Amount \$	# To Serve	Term Begin	Term End	\$ Expended	\$ Remain- ing	Last Invoice
Human Services Agency (OS Oper.)	377,341		Jul 1, 2006	Jun 30, 2007			
Human Services Agency (Assess)	21,024		Jan 1, 2006	Jun 30, 2007	0	21,024	
Goodwill Industries (Intensive)	174,000	40	Feb 1, 2006	Jun 30, 2007	54,869	119,131	1/16/2007
Children's Council (Childcare)	110,000		Jul 1, 2006	Jun 30, 2007	9,294	100,706	1/26/2007

WIA Dislocated Worker Individual Referrals:

SUB NAME	Individual Identifier	Start Date	End Date	Type of Training	Total Contract Amount	
American Truck School	254-1	10/13/2006		Class A Driver	3,999	11/12/2016
Arriba Juntos	102-2	10/30/2006	12/27/2006	Cert Nurse Asst.	5,000	12/27/2006
Arriba Juntos	102-3	2/20/2007	6/15/2007	Cert Nurse Asst.	5,000	2/20/2007
Arriba Juntos	102-1	9/11/2006	11/15/2006	Cert Nurse Asst.	5,000	11/15/2006
BAVC	330-6	9/25/2006	6/30/2007	WebCore/Design	6,000	9/25/2006
BAVC	330-4	8/10/2006	6/30/2007	Web Core/Design	6,000	1/15/2007
BAVC	330-1	8/26/2006	6/30/2007	Video Editing/Graphics	6,000	8/26/2006
BAVC	330-3	8/12/2006	6/30/2007	Video Core/Graphics	6,000	12/11/2006
BAVC	330-2	8/12/2006	6/30/2007	Video Core/Graphics	6,000	
Golden Gate University	267-1	1/8/2007	8/28/2007	Finance Cert	7,500	Not Yet
Heald College	135-2	1/24/2007	7/3/2007	Office Clerical	7,000	Not yet
Heald College	135-1	10/18/2006	4/5/2007	Office Clerical	7,000	1/2/2007
Jewish Vocational Services	168-1 (7)	7/24/2006	8/3/2007	Healthcare Envion	54,950	12/6/2006
Jewish Vocational Services	168-2 (9)	11/6/2006	8/3/2007	Healthcare Envion	70,650	12/6/2006
LEN Business and Language Institute	329-3	3/12/2007	8/27/2007	Office Clerical	6,275	Not Yet
LEN Business and Language Institute	329-1 (1)	8/14/2006	4/20/2007	Microcomputer App	7,275	12/13/2006
LEN Business and Language Institute	329-2 (2)	1/22/2007	9/28/2007	Gen Office w/Microsoft	14,550	
Miss Marty's	209-1	7/15/2006	1/4/2007	Cosmetology	5,235	Not yet
Mission Language & Vocational School	137-1 (3)	8/14/2006	5/11/2007	Cook	24,825	1/31/2007
Mission Language & Vocational School	137-2 (1)	8/21/2006	1/26/2007	Clerical Office Tech	5,800	1/31/2007
Mission Language & Vocational School	137-3 (1)	10/23/2006	5/11/2007	Cook	8,275	1/31/2007
Mission Language & Vocational School	137-4 (2)	8/28/2006	5/25/2007	Medical Assistant	16,720	1/31/2007
Mission Language & Vocational School	137-5 (5)	1/8/2007	10/12/2007	Cook	41,375	1/31/2007
Mission Language & Vocational School	137-6 (1)	1/8/2007	10/12/2007	Medical Assistant	8,360	
Mission Language & Vocational School	137-7 (1)	1/8/2007	6/29/2007	Clerical Office Tech	5.800	
Mission Language & Vocational School	137-8 (1)	2/5/2007	10/26/2007	Cook	8,275	
Precison Truck School	179-1	8/21/2006	9/10/2007	Class B Driver	3,600	9/10/2007
Self-Help for the Elderly	158-1 (9)	8/16/2006	10/19/2006	Housekeeping	36,855	11/14/2006
Self-Help for the Elderly	158-2 (12)	8/24/2006	11/13/2006	Home Health Aid	58,020	11/20/2006
Self-Help for the Elderly	158-3 (10)	11/16/2006	2/15/2007	Housekeeping	40,950	1/22/2007
SFSU CEL	103-1	9/9/2006	3/12/2007	Human Res Mgt	3,650	12/15/2006
Tech Skills	346-3	2/26/2006	8/31/2007	Microsoft Certified	6,000	Not Yet
Tech Skills	346-1	12/15/2006	10/1/2007	Database Admin	7,000	Not Yet
Tech Skills	346-2	12/29/2006	12/24/2007	MCSE	7,000	Not Yet
Unitek College	507-1	10/30/2006	10/15/2007	Vocational Nursing	7,000	Not Yet
Windtest April Computer	308-3	4/2/2007		Medical Billing	4,800	Not Yet
Windtest April Computer	308-1	9/24/2006	2/24/2007	Computerized Acct.	4,800	Not Yet
Windtest April Computer	308-2	2/1/2007	6/21/2007	Computerized Acct.	4,800	Not Yet
Word School of Massage	211-1	2/6/2007	12/31/2007	Massage Cert	7,871	Not Yet

HSA GRANTS AND DOL-DIRECTED PROGRAMS (HOPE HOUSE DISABLED HOMELESS)

The following lists Human Services Agency grants (HEC – Homeless Employment Collaborative, Hope House, & Pre-CityBuild) for PY 07/01/06 – 6/30/07. Specific details are still in the process of being determined in partnership with HSA.

OTHER HSA GRANTS FOR PY 07/06 - 6/07:

	Total Contract	#To				\$ Remain-	Date of Last
Base PY: 7/2006 to 6/2007	Amount \$	Serve	Term Begin	Term End	\$ Expended	ing	Invoice
Arriba Juntos			Jul 1, 2006	Jun 30, 2007			
Asian Neighborhood Design	90,000	20	Nov 1, 2006	Jun 30,2007			
Catholic Charities			Jul 1, 2006	Jun 30, 2007			
Catholic Charities St. Joseph's Village							
Central City Hospitality House							
Charity Cultural Services Center	90,000	20	Nov 1, 2006	Jun 30,2007			
Ella Hill Hutch	90,000	20	Nov 1, 2006	Jun 30,2007			
Episcopal Community Services							
Glide Foundation	90,000	20	Nov 1, 2006	Jun 30,2007	_		
Goodwill Industries	42,593	25	Oct 1, 2006	Sep 30, 2007			
Mission Hiring Hall/SOMEC	65,002	31	Oct 1, 2006	Sep 30, 2007			
No. Calif. Service League							
No. Calif. Service League	90,000	20	Nov 1, 2006	Jun 30,2007			
Swords to Plowshares	70,217	38	Oct 1, 2006	Sep 30, 2007			
Toolworks	40,284	15	Oct 1, 2006	Sep 30, 2007			
United Council of Human Services	240,000	70	Oct 1, 2006	Sep 30, 2007			
Young Community Developers			Oct 1, 2006	Sep 30, 2007			
Young Community Developers	180,000	40	Nov 1, 2006	Jun 30,2007			

CITYBUILD GRANTS

The following is a list of all CityBuild (Construction Training Academy) fixed unit price supportracts for PY 12/05 – 6/30/07. Specific numbers on these grants are still being compiled

	Total						Date of
	Contract	#To				\$ Remain-	Last
Base PY: 7/2006 to 6/2007	Amount \$	Serve	Term Begin	Term End	\$ Expended	ing	Invoice
Aboriginal Blackman United	32,200		Dec 1, 2005	Oct 31, 2006			
Anders & Anders	32,200		May 1, 2006	Jun 30, 2007			
Archecology-Window on Shipyard	32,200		May 1, 2006	Jun 30, 2007			
Arriba Juntos	32,200						
Asian Neighborhood Design	90,000		Dec 1, 2005	Jun 30, 2007			
Charity Cultural Services Ctr.	32,200		Dec 1, 2005	Jun 30, 2007			
Chinese for Affirmative Action	32,200		Dec 1, 2005	Oct 31, 2006			
Community Housing Partnership	32,200		May 1, 2006	Jun 30, 2007			
Ella Hill Hutch	57,400		Dec 1, 2005	Jun 30, 2007			
Glide Foundation	32,200		Dec 1, 2005	Jun 30, 2007			
Ingleside Community Center	32,200		May 1, 2006	Jun 30, 2007			
Mission Hiring Hall	32,200		Dec 1, 2005	Jun 30, 2007			
No. Calif. Service League	32,200		May 1, 2006	Jun 30, 2007			
Potrero Hill Neighborhood	32,200		Dec 1, 2005	Jun 30, 2007			
San Francisco Conservation Corps	32,200		Feb 1, 2007	Jun 30, 2007			
Visitacion Valley Job Educ.	32,200		Dec 1, 2005	Jun 30, 2007			
Young Community Develop.	32,200		Dec 1, 2005	Jun 30, 2007			

SAN FRANCISCO REDEVELOPMENT AGENCY PROGRAMS (SFRA GRANTS)

The following lists all SFRA (Redevelopment Agency) subcontractors for PY 11/05 - 10/07.

Base PY: 7/2006 to 6/2007	Total Contract Amount \$	#To Serve	Term Begin	Term End	\$ Expended	\$ Remain- ing	Date of Last Invoice
Mission Hiring Hall/SOMEC	299,793	1,011	Oct 1, 2006	Jun 30, 2007			
Young Community Developers	207,873	450	Oct 1, 2006	Jun 30, 2007			
Ella Hill Hutch Community Center	274,152	600	Oct 1, 2006	Jun 30, 2007			
Mission Hiring Hall/SOMEC	352,380	2,252	Nov 1, 2005	Oct 31,2007			

ABOUT THE INFORMATION TECHNOLOGY CONSORTIUM:



745 Franklin Street, Suite 200 San Francisco, CA 94102 415.923.4226 fax 415.923.6966 www.itc-sf.org

February 20, 2007

Wes Dixon President Private Industry Council, Inc. 745 Franklin Street San Francisco, CA 94102

Dear Wes:

Sincerely

The Information Technology Consortium will be leaving the Private Industry Council no later than April 30, 2007. The ITC has identified a fiscal agent to assume oversight and responsibility for its grants and provide physical office space for its staff.

Lorraine Giordano Executive Director

PART IV. PIC INVENTORY LISTING

Inventory Items, Private Industry Council of SF, Inc.			Cor	dition	or cur	rent sta	tus		
Description	(broken)	(missing)	(obsolete)	(recycled)	replaced)	(plos)	(need review)	YO transfer)	Grand Total
bookcase	Ť		1				2		3
camera, digital, still			2						2
chair, black, arm, adjustable			2				5		7
computer, mini tower			-	_		-	4		4
computer, personal	1		57	1			13		72
computer, portable	1	1	8		-		6		16
computer, tower unit, Unix		-	1				- 0		1
computer, voicemail system			1						1
copier, auto document feeder, collator, stapler	-		1				1		2
docking station, 14.1 xga, w/32mb video							1		1
drive, CD-ROM, Unix, 600 mb	-		1						1
drive, CD-ROW, Unix, 600 mb			1			-			1
fax, laser, plain paper			2			-			2
			2						
file, cabinet, lateral, 2 drawer, almond	_					-	1		1
file, cabinet, lateral, 4 drawer, almond							1		1
firewall, Cisco Secure Pix 506							1		1
hard drive, computer, 1G cartridge, 3.5' PC format			1						1
hard drive, storage							5		5
hub, Fasthub 400 10/100			1						1
keypad, numeric, for Toshiba 400CDT/810 laptop PC			1						1
laminator, ID-4 camera identification system			1						1
meter, postage, 5 lb scale							1		1
monitor, computer	3		52			4	18	1	78
monitor, Unix, w/keyboard			1						1
PIM, handheld							9		9
port replicator, Dell Inspiron 5000 Advanced							1		1
power supply, uninterruptable, Unix			1						1
printer, ID card, color, single sided, Image ID system	_		1			-	1		1
printer, laser	1		12			-	5		18
printer, portable	-						1		1
printer, thermal, whiteboard w/easel							1		1
projector, desktop, overhead		_	1			-	<u>-</u>	_	1
router, Cisco 800 Series			2						2
scale, 5 lb, interfaced with Model F900 DM300							1		1
scale, mailing, postage w/interface cable			-		1				1
scanner, computer, color, 1200 dpi			1		<u> </u>		_		1
	-	_							1
scanner, computer, color, Image ID system		-	1			-			1
server, computer, 360 gig, 6 PCI buses, 32x CD-ROM			1						
server, computer, Pentium II, 4x24 CD-ROM		-	-			-	1		1
switch, Cisco Micro 10/100			1						1
telephone, cell phone			6						6
telephone, system, voicemail			1						1
telephone, system, w/telephone instruments			1						1
television set, w/VCR, color, 20"			1						1
typewriter, electric, correcting							1		1
typewriter, electric, correcting 50			1						1
Grand Total	6	1	164	1	1	4	80	1	258



DOCUMENTS DEPT MAY 26 T.7 SAN FRANCISCO DUPLIC USPARY

DATE: MARCH 22, 2007

MEMORANDUM

employment opportunities

TO: PIC BOARD OF DIRECTORS

FROM: IRA OKUN, DISSOLUTION CONSULTANT

SUBJECT: RECOMMENDED BOARD ACTIONS (AGENDA ITEM 8)

1.0 Issue - Amend closing date for the PIC

1.1 Background - While the PIC will cease operating as a workforce entity on 6/30/07, it must remain open until all FY 06-07 financial matters are concluded. This includes the 06-07 audit, close out of last quarter of 06-07, COBRA for employees to voluntarily contribute to their health plan for at least 6 months, end of year obligations to IRS which include W-2, 1099, 990, articles of dissolution and other fiscal administrative matters necessary to dissolve a corporation.

The following motion is necessary to affirm a new closing date:

1.2 Motion - Amend paragraph 2 of the Board resolution of December 15, 2006 as follows: The Work Transition Plan shall ensue that all functions of the PIC that are to be continued have been fully transferred to the City or to another appropriate entity no later than June 30, 2007. The PIC shall have no staff on payroll after June 30, 2007. The corporation shall dissolve no later than December 31, 2007.

2.0 Issue: Cost of Dissolving the PIC

- 2.1 Issues PIC will incur significant costs to terminate all PIC Work Force and Corporate obligations. The costs will occur in two fiscal years: The 06-07 un-budgeted closing costs include the following: consultant fees, legal fees, severance pay (If funds are available), costs of terminating leases, temporary labor, fund transfer to MOEWD, moving costs, property disposition, and contingency funds. The 07-08 budget will include: fiscal management, technical costs to close out contract, space rental, managing consultant, clerical costs, postage and minor computer and e mail expense, contingency expense and final audit for 07-08.
- 2.2 Motion the dissolution consultant and the CFO are instructed to prepare a transition budget for FY 06-07 and a dissolution budget for FY 07-08. The Dissolution Consultant will meet with the transition consultants and MOEWD to determine how and if funds can be obligated from the 06-07 budget to cover anticipated FY 07-08 dissolution expense. Legal advice on all dissolution matters will be requested from the City Attorney.

To achieve cost savings as necessary, the Board instructs the dissolution consultant and the president to prepare a schedule of staff layoffs while assuring continuity of essential PIC functions.









